DOCUMENT RESUME

ED 180 342 HE 012 075

TITLE	Faculty Manual. East Carolina University, 1978-79.
INSTITUTION	East Carolina Univ., Greenville, N.C.
PUB DATE	79
NOTE	228p.
EDRS PRICE	MF01/PC10 Plus Postage.
DESCRIPTORS	*Administrative Organization; Administrative Policy; *College Faculty; College Governing Councils; Facilities; *Faculty College Relationship; *Faculty Handbooks; *Governance; Higher Education; Institutional Characteristics; Instructional Staff; *Personnel Policy; Retirement; Staff Orientation; Teacher Role; Tenure
IDENTIFIERS	Constitutions (Documents); *East Carolina University NC

ABSTRACT

Prepared for faculty members, this manual describes established policies and procedures at East Carolina University. Part I lists the purpose and objectives of East Carolina University. Part II contains an analysis of university structure. It includes a discussion of the policy-making process, lines of authority and responsibility, responsibilities of key officers, and information about university meetings. In Part II academic matters are discussed including: academic policies and procedures, instruction, instructional facilities, and student evaluation. University personnel policies are the subject of Part IV and include discussions of: rank, promotion, tenure, retirement, salary policies, welfare and benefits, and institutional services available to faculty members. In Part V student personnel programs are described including admissions, academic and nonacademic services, and student discipline. Appended are twelve official school documents including the university constitution, charter, policies and regulations, as well as university codes. (SF)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

HE

ED180342

FACULTY MANUAL

East Carolina University

1978-79

Prepared
for the
Faculty of

EAST CAROLINA UNIVERSITY
Greenville, North Carolina

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY
East Carolina
Univ
TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

HE 012 075

TABLE OF CONTENTS

PART I: INTRODUCTION 1
  PURPOSE AND OBJECTIVES OF EAST CAROLINA UNIVERSITY 1
PART II: ORGANIZATION AND ADMINISTRATION 3
  THE UNIVERSITY OF NORTH CAROLINA 3
  POLICY-MAKING PROCESS 4
    Board of Trustees 4
    Chancellor 4
    General University Administration 4
  POLICY-MAKING MACHINERY 4
    Academic Policy 5
      Academic Council 5
      Faculty Organization (General Faculty, Faculty Senate, Graduate Faculty, Graduate Council) 5
      Faculty Senate Academic Committees 5
        Operations of Committees of Faculty Senate 6
    Administrative Policy 13
      Administrative Council 13
      Administrative Committees 14
LINES OF AUTHORITY AND RESPONSIBILITY 14
  Academic 14
    Faculty Senate, Graduate Council 15
    Faculty Senate Academic Committees 15
    Individual Faculty Members, Students 15
  Administrative 15
    Execution of Policy 15
    Administrative Council 15
    Individual Faculty Members, Students 15
RESPONSIBILITIES OF KEY OFFICERS 15
  Chancellor 15
  Vice Chancellor for Academic Affairs 16
  Vice Chancellor for Administration and Planning 16
  Vice Chancellor for Business Affairs 17
  Vice Chancellor for Health Affairs 18
  Attorney Advisor/Equal Employment Opportunity Officer 18
  Deans of Colleges and Schools and Chairpersons of Departments 18
  Dean of Admissions 20
  Registrar 20
  Director of Library Services 20
  Dean of Division of Continuing Education 21
Athletic Affairs 21
  Director of Athletics 21
Development 22
  Director of Institutional Development 22
  Director of Institutional Research 22
  Director of Computing Center 22
  Director of Sponsored Programs 22
  Director of News Bureau and Public Relations 22
  Director of Alumni Affairs and Foundations 23
  Director of Career Planning and Placement Service 23
  Director of East Carolina University Regional Development Institute 23
  Director of Institute for Coastal and Marine Resources 24
Student Affairs 24

CONTENTS--Cont.

    - Dean of Student Affairs 24
    - Associate Dean of Student Affairs for Men and Women 24
    - Associate Dean of Student Affairs for Activities 24
    - Director of Financial Aid 25
    - Director of Housing 25
    - Director of Counseling Center 25
  - Business Affairs 25
    - Vice Chancellor for Business Affairs 26
    - Business Manager 26
    - Cashier 26
    - Print Shop Manager 26
    - Housekeeping Administrator 26
    - Comptroller 26
    - Payroll Officer 26
    - Accountant, Grants and Loans Officer 26
    - Accountant, Special Funds 27
    - Personnel Director 27
    - Purchasing Officer 27
    - Director of Security 27
    - Student Supply Store Manager 27
    - Director of Occupational Health and Safety 28
    - Internal Auditor 28
    - Director of Physical Plant 28
    - Plant Engineer 28
    - Superintendent of Buildings 28
    - Superintendent of Grounds 28
  - MEETINGS 28
    - Faculty Senate Meetings 28
    - Faculty Meetings 29
    - Graduate Council and Graduate Faculty Meetings 29
    - Department Staff Meetings 29
    - Departmental Assemblies 29
    - Commencement Exercises 30
    - Academic Apparel 30
- PART III: ACADEMIC INFORMATION ACADEMIC POLICIES AND PROCEDURES 31
  - Announcements 31
  - Faculty Load 31
  - Office Hours 31
  - Academic Counseling 31
  - Application for Graduation 32
  - Senior Summary Sheet 32
  - Registration 32
  - Preregistration 32
  - Student Load 33
  - Schedule of Classes 33
  - Selection of Courses 33
  - Repetition of Course Work 34
  - Change of Major 34
  - Double Major 34
  - Drop-Add 35
  - Official Withdrawal 35
  - Class Roll Verifications 36
  - Grading System, Grade Points, and Grade Point Average 36
  - Posting of Grades 36
  - Reporting of Grades to Registrar's Office 36

CONTENTS--Cont.

  Reporting of Removal of Incompletes to Registrar's Office 37
  Change of Grade 37
  Privacy of Student Educational Records 37
  Release of Directory Information 37
  Faculty Absence 38
  Class Attendance Regulations 38
  Class Attendance and Extracurricular Activities 38
  Credit by Examination 39
  New Courses, Course Revisions, New Degree Programs 39
  Curriculum Course Bank 39
  Certification 40
INSTRUCTION 40
  Orientation to Courses 40
  Textbooks 40
  Desk Copies 42
  Syllabi 42
  Tests and Examinations 42
  Supervising Tests 43
  Re-examinations 43
  Student Teaching 43
INSTRUCTIONAL FACILITIES 46
  Use of University Property 46
  Maintenance and Operation of Buildings 47
  Use of Auditoriums 48
  JOYNER LIBRARY 49
    Library Hours 49
    Circulation of Books and Periodicals 49
    Reserve Book Room 49
    Audio-Visual Materials 49
    Ordering Materials 50
    Cataloging 50
    Government Documents 50
    Interlibrary Loan Service 50
    U. N. C. Cooperative Lending Agreement 51
    Instructional Services 51
    North Carolina Collection 51
    Manuscript Collection 51
    Music Library 51
    Other Collections 52
  THE HEALTH AFFAIRS LIBRARY 52
    Library Hours 52
    Circulation 52
    Reserve 52
    Audio-Visual Materials 52
    Ordering 52
    Interlibrary Loan 53
  EVALUATION OF STUDENTS 53
    Student Information Services 53
    Student Counseling 53
PART IV: PERSONNEL POLICIES 55
  EMPLOYMENT POLICIES 55
  APPOINTMENT 55
  RANKS 55
  PROMOTION 56
  TENURE 56
  LEAVE OF ABSENCE 56
  RESIGNATIONS AND REAPPOINTMENT 56
  RETIREMENT 56

CONTENTS--Cont.

ORIENTATION OF NEW FACULTY 59
SALARY POLICIES 59
  Salary Payments 59
  Withholding Tax 59
WELFARE AND BENEFITS 60
  Emergencies and Unusual Occurrences 60
  Workmen's Compensation 60
  Social Security 61
  Retirement 61
  Vacation and Sick Leave 61
  Hospitalization 62
  Life Insurance 62
  Disability Salary Continuation Plan 62
  TIAA Disability Income Plan 63
  Income Protection Plan 63
  Tax Deferred Annuity 64
  N. C. Public Employee Deferred Compensation Plan 64
  U. S. Savings Bonds 64
  Unemployment Compensation Benefits 64
  Travel Expenses 64
  Supplies, Equipment, and Contractual Services 69
  Collection of Money 70
  Vehicle Registration 70
  Automobile License 70
INSTITUTIONAL SERVICES AVAILABLE TO FACULTY 70
  Admission to Athletic Contests 70
  Audio-Visual Services Center 71
  Cafeteria 71
  Central Ticket Office 71
  Computing Center 71
  Continuing Education 71
  Credit Union 72
  Mendenhall Student Center 72
  Grants and Foundations. 72
  East Carolina University Research Council 73
  Policy Statement Relative to the Protection of Rights of Human Beings as Research Subjects 73
  Housing 75
  Infirmary 75
  Lost and Found Articles 75
  News Bureau 76
  Post Office and Campus Mail Service 76
  Publications Available to Faculty 77
  Free Tuition Privileges for Faculty 77
  Students Supply Store 78
  Swimming. 78
  Telephone Service 78
  University Marshals 79
PART V: STUDENT PERSONNEL PROGRAM 81
  ADMISSION 81
    Summer Session Admission 81
  ACADEMIC AND NON-ACADEMIC SERVICES 81
    Alumni Association 81
    Auditing 82
    Career Planning and Placement Service 82
    Counseling Center 83
    Program for Hearing Impaired Students 83
    Medical Attention 84

CONTENTS--Cont.

Radio 85
Religious Activities 85
Reading Laboratory. 85
Speech and Hearing Clinic 86
Student Financial Aid 86
Student Organizations 86
STUDENT DISCIPLINE 86
Student Conduct, General 86
Student Conduct in Class 87
Student Government Association 87
APPENDIX A: CONSTITUTION OF THE FACULTY SENATE, EAST CAROLINA UNIVERSITY A-1
APPENDIX B: CHARTER OF THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA B-1
APPENDIX C: (Not yet approved)
APPENDIX D: TENURE POLICIES AND REGULATIONS D-1
APPENDIX E: ACADEMIC FREEDOM E-1
APPENDIX F: GRADUATE SCHOOL ORGANIZATION F-1
APPENDIX G: ORGANIZATIONAL CHART FOR EAST CAROLINA UNIVERSITY G-1
APPENDIX H: RESOLUTION OF THE BOARD OF GOVERNORS CONCERNING THE EMPLOYMENT OF RELATED PERSONS H-1
(There is no Appendix I)
APPENDIX J: INFORMAL FACULTY GRIEVANCE PROCEDURE FOR GRIEVANCES INVOLVING SEX DISCRIMINATION AND OTHER EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS J-1
APPENDIX K: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY OF EAST CAROLINA UNIVERSITY K-1
APPENDIX L: EAST CAROLINA UNIVERSITY CODE L-1
APPENDIX M: THE CODE OF THE UNIVERSITY OF NORTH CAROLINA M-1
INDEX

PART I

INTRODUCTION

This manual has been designed to provide faculty members with a ready reference to established policies and procedures at East Carolina University.

It is asked that each new faculty member become familiar with the contents of this manual immediately. All members of the University family should use it for reference whenever occasion demands.

East Carolina University is an Equal Opportunity Employer. The University will consider all applicants for employment and handle all employee matters without regard to race, sex, creed, color, national origin, or handicap. Every effort will be made to insure fair treatment for each and every employee at all times. See Appendix K. Equal Opportunity/Affirmative Action Policy of East Carolina University.

An analysis of the University administrative structure is presented in Part II. Attention is first given to the policy-making process, next, to an exposition of the lines of authority and responsibility and, last, to an analysis of the responsibilities of key administrative officers.

Part III deals with academic matters: Part IV, with personnel policies; Part V, with student personnel programs. Various documents of interest and concern to the faculty are presented in the appendices.

PURPOSE AND OBJECTIVES OF EAST CAROLINA UNIVERSITY

The purpose of East Carolina University is to provide an environment and atmosphere conducive to the pursuit, discovery, and dissemination of knowledge and to serve the region, as well as the broader national and international communities, by the development of its material and human resources.

Toward this end, East Carolina University is committed:

To encourage students to develop high standards of personal achievement and an understanding of the nature of academic endeavor, and to provide students with a foundation for subsequent study;

To prepare students for full and purposeful lives through undergraduate, graduate, and professional instruction;

To promote pure and applied research;

To provide services to the general community through research efforts, through programs of continuing education, through cultural programs, and through service agencies;

To develop programs of instruction, research, and service, including terminal graduate and professional programs; and

To cooperate with other educational institutions for the advancement of mankind.

PART II

ORGANIZATION AND ADMINISTRATION

THE UNIVERSITY OF NORTH CAROLINA
(Sixteen Constituent Institutions)

The University of North Carolina was chartered in 1789 and opened its doors to students in 1795. Throughout most of its history, it has been governed by a Board of Trustees chosen by the Legislature and presided over by the Governor. During the period 1917-1972, the Board consisted of one hundred elected members and a varying number of ex officio members.

By act of the General Assembly of 1931, without change of name, it was merged with The North Carolina College for Women at Greensboro and The North Carolina State College of Agriculture and Engineering at Raleigh to form a multicampus institution designated The University of North Carolina.

In 1963 the General Assembly changed the name of the campus at Chapel Hill to The University of North Carolina at Chapel Hill and that at Greensboro to The University of North Carolina at Greensboro and, in 1965, the name of the campus at Raleigh to North Carolina State University at Raleigh.

Charlotte College was added as The University of North Carolina at Charlotte in 1965, and, in 1969, Asheville-Biltmore College and Wilmington College became The University of North Carolina at Asheville and The University of North Carolina at Wilmington, respectively.

A revision of the North Carolina State Constitution adopted in November 1970 included the following: "The General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise. The General Assembly shall provide for the selection of trustees of The University of North Carolina. . . ." In slightly different language, this provision had been in the Constitution since 1868.

On October 30, 1971, the General Assembly in special session merged, without changing their names, the other ten state-supported senior institutions into the University as follows: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University. This merger, which resulted in a state-wide multicampus university of sixteen constituent institutions, became effective on July 1, 1972.

The constitutionally authorized Board of Trustees was designated the Board of Governors, and the number was reduced to thirty-two members elected by the General Assembly and with the authority to choose its own chairperson and other officers. It is "responsible for the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." However, each constituent institution has a local board of trustees of thirteen members, eight of whom are appointed by the Board of Governors, four by the Governor, and one, the elected president of the student body, whose principal powers are exercised under a delegation from the Board of Governors.

Each institution has its own faculty and student body, and each is headed by a chancellor as its chief administrative officer. Unified general policy and appropriate allocation of function are effected by the Board of Governors and by the President with the assistance of other administrative officers of the University. The General Administrative office is located in Chapel Hill.

The chancellors of the constituent institutions are responsible to the President as the chief administrative and executive officer of The University of North Carolina.

POLICY-MAKING PROCESS

Board of Trustees

East Carolina University has its own Board of Trustees, consisting of thirteen members chosen as follows: eight elected by the Board of Governors, four appointed by the Governor, and the President of the Student Government Association of East Carolina University. The Board of Trustees elects from its membership a Chairperson, Vice Chairperson, and Secretary. The principal powers of the Board of Trustees are exercised under a delegation from the Board of Governors.

Chancellor

The Board of Governors elects the Chancellor, who is the chief administrative and executive officer of East Carolina University. The Chancellor is charged with the responsibility of putting into effect the policies and regulations of the Board of Governors through the President and of the Board of Trustees. All personnel of the University are responsible either directly or indirectly to the Chancellor.

General University Administration

Assisting the Chancellor in directing the affairs of the University are the Vice Chancellors for Administration and Planning, for Business Affairs, for Academic Affairs, and for Health Affairs. The responsibilities of these officers and those reporting to them are described in subsequent sections of this manual. Also, see Appendix G, Organizational Chart for East Carolina University.

POLICY-MAKING MACHINERY

The machinery of policy formulation distinguishes between academic and administrative agencies and between policy formulation and execution. The following subsections describe the present policy-making machinery.

11

Academic Policy

Academic policy recommendations from any source are referred to the Graduate Council or the Faculty Senate; these bodies also ratify, amend, or remand all matters of academic policy which have been recommended by any standing or special committee of East Carolina University. The Chancellor acts upon the recommendations of the Graduate Council and the Faculty Senate.

Academic Council

The Academic Council includes the Chancellor as Chairperson, the Vice Chancellor for Administration and Planning, the Vice Chancellor for Business Affairs, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Affairs, the Dean of Student Affairs, the Dean of the College of Arts and Sciences, the Dean of the General College, and Deans of the Graduate and professional schools, the Associate Dean of the Graduate School, the Chairpersons of academic departments, the Director of Library Services, the Dean of the Division of Continuing Education, the Dean of Admissions, the Chairman of the Faculty, the Director of Institutional Development, and the Director of Institutional Research, plus the Registrar and Assistant Deans of the schools as non-voting members. The Academic Council serves in an advisory capacity to the Chancellor.

Faculty Organization

(General Faculty, Faculty Senate, Graduate Faculty, Graduate Council)

The faculty organization of East Carolina University is comprised of the General Faculty, the Faculty Senate, the Graduate Faculty, and the Graduate Council. The Faculty Senate is the legislative and advisory body which represents the General Faculty and provides the means by which the faculty is enabled to fulfill its function with respect to faculty welfare and academic and educational policies exclusive of graduate programs. See Appendix A, Constitution of the Faculty Senate.

The Graduate Council represents the members of the Graduate Faculty as a legislative and advisory body in the matter of graduate academic and educational policies. It is composed of one representative from each school and department offering a graduate degree program and is elected by the Graduate Faculty; seven ex officio administrative officials are also members. It meets not less than once a month to deal with current matters and to hear and act upon reports and recommendations of its standing and special committees. The Dean of the Graduate School, who is responsible for the administration of the policies of the Graduate School, is chairperson of both the Graduate Council and the Graduate Faculty. See Appendix F, Graduate School Organization.

Faculty Senate Academic Committees

The following principles govern membership and structure of the Faculty Senate Academic Committees:

Membership is limited to those faculty members holding academic rank as opposed to those holding only administrative rank, except for student members of certain committees and certain ex officio members designated by the Chancellor. The Chancellor, the Vice Chancellor for Administration and Planning, and the Chairman of the Faculty are considered to be ex officio members of all committees.

Members of committees are appointed in accordance with their ability, training, and experience rather than as representatives of their several departments or schools. Members are appointed to staggered three-year terms. Faculty members are generally not appointed to more than one academic committee.

The Chairperson of each committee should be a full-time teaching member of the faculty, elected by the committee. The officers' and members' terms extend to the beginning of the fall academic semester. Upon organization of the new committee, the former chairperson will turn over committee records to the new chairperson.

The Faculty Senate nominates, with the approval of the Chancellor of the University, the elected members of the above committees.

When a Faculty Senate Academic committee deals with matters which directly concern any administrative official, these matters should be discussed with the person during the development of a proposed policy. Further, the official should have adequate input before the finished resolution is presented to the Senate. This would not only involve ex officio committee members, but would involve working with any administrator involved in a particular policy under consideration.

Student members are nominated by the Student Government Association for appointment.

All University Academic Committees are Standing Committees of the Faculty Senate.

Operations of Committees of the Faculty Senate

1. Membership

   The official list of committee membership shall be distributed by the Faculty Senate Office to every faculty member in the fall of each year.

2. Officers

   Officers of each committee are elected from the membership of the committee, excluding ex officio members, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson and a secretary.

   A committee chairperson may declare an elected member's chair vacant upon the occurrence of three consecutive absences of that member.

Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

3. Operations

The charge of each Faculty Senate Academic committee will be found below in this Faculty Manual.

Each committee shall operate according to the latest version of Robert's Rules of Order.

Minutes of each committee shall be sent to the Vice Chancellor for Administration and Planning, Chairman of the Faculty, Faculty Senate office, Chairperson of Committee on Committees, and members of the committee.

A file of each committee's activities, minutes and other records shall be maintained in the Faculty Senate office. All subcommittees, unless prohibited explicitly by the committee's charge, University policies or State statutes, shall hold their regular and special meetings in open sessions, and the chairpersons of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar in order that interested faculty may attend.

A committee annual report shall be composed according to the official form and distributed to the Vice Chancellor for Administration and Planning, the Chairman of the Faculty, the Chairperson of the Committee on Committees, to one Faculty Senator from each electoral unit and to all members of the committee both elected and ex officio, before the last regular meeting of the Senate. Further, a copy shall be kept in the Faculty Senate office and in Joyner Library. The stencils used in printing the report should be deposited in the Senate office. In the fall, the Faculty Senate office shall distribute to new senators and new committee members copies of annual reports. Committees shall report interim activities to the Senate at a time scheduled by the Senate.

ANNUAL REPORT OF THE __________ COMMITTEE

I. Date:
To:
From:
Subject:

II. Membership of the committee (including ex officio members)

III. Meetings of the committee (including dates, members absent)

IV. Dates of reports to the Faculty Senate during the year

V. Questions discussed by the committee during the year

VI. Policy recommendations made by the committee

VII. Response to the committee's recommendations by the appropriate agencies

VIII. Committee's evaluation of:

a. Its structure

b. Its duties

c. Its functioning

d. Its personnel

Currently, there are 23 Faculty Senate Committees. As the need arises, additional committees will be created to assist in the policy-making process.

1. Admissions Committee - 5 faculty members, 2 alternate faculty members, and 1 student member plus ex officio: Vice Chancellor for Academic Affairs, Dean of Admissions

   Quorum: 3 faculty members exclusive of ex officio

The Admissions Committee recommends policies governing undergraduate admission and readmission to regular sessions and to the summer sessions for entering students and transfer students. It serves as an appeals board for students who for sufficient reason cannot meet admission requirements. The committee suggests to the Dean of Admissions such research studies as are helpful for evaluation of the efficiency of current practices. Members appointed must agree to serve at certain times when appeals must be heard when the University is not in session. Alternate members are appointed to facilitate meeting at these times.

2. Agenda Committee - See Appendix A, Constitution of the Faculty Senate, Section XI.

3. Calendar Committee - 5 faculty members and 1 student member plus ex officio: Vice Chancellor for Academic Affairs

   Quorum: 3 faculty members exclusive of ex officio

The Calendar Committee decides (1) on the number of days the University shall be in session during the regular terms and on the beginning and closing dates; (2) on the number of days and the beginning and closing dates for each semester and summer session term; (3) on the scheduling of examination periods; and (4) on the scheduling of holidays and vacation periods.

4. Campus Facilities Planning and Development Committee - 7 faculty members plus 3 student members appointed by SGA and ex officio: Vice Chancellor for Business Affairs

   Quorum: 5 faculty members exclusive of ex officio

The Campus Facilities Planning and Development Committee shall meet regularly with appropriate University officials and advise them of University community interest regarding esthetics, landscape, space utilization, building location, traffic and parking, and other pertinent areas. The committee shall report to and seek the recommendation of the Faculty Senate on the above matters at least every fourth Senate meeting.

The chairperson may appoint subcommittees to study specific areas; he or she shall select members, chosen for their professional competence, from the University community.

5. Career Education Committee - 11 faculty members (1 each from the undergraduate professional schools, 3 from departments in the College of Arts and Sciences) and 2 student members plus ex officio: Director of Career Planning and Placement

   Quorum: 7 faculty members exclusive of ex officio

The Career Education Committee studies present vocational and career education curricula of East Carolina University; recommends that curricula be added as needed; studies statewide programs; determines the patterns of career education needed; recommends the procedures and changes necessary in career education programs; publicizes and promotes the career education programs at East Carolina University.

6. Committee on Committees - 5 faculty members chosen by the Faculty Senate at its organizational meeting in the spring plus ex officio: Chairman of the Faculty Senate, immediate past chairperson of Committee on Committees, immediate past chairman of the faculty in residence who shall not serve in the event of the re-election of the present chairman

   Quorum: 3 faculty members exclusive of ex officio

The Committee on Committees acts as a nominating committee for Standing Committees of the Faculty Senate except for the Agenda, Due Process, and Committee on Committees, and for those members of Academic Committees chosen by the Faculty Senate from nominations presented to the Senate at its organizational meeting in the spring; studies and evaluates the functions of the foregoing standing committees and all academic committees and makes recommendations for changes in these functions as deemed necessary and desirable; recommends to the Senate the creation of new committees and the elimination of old committees as deemed necessary and desirable; reports annually to the Senate.

Proposals affecting the charge and membership of Standing Academic Committees and Standing Committees of the Faculty Senate shall be referred to the Committee on Committees for consideration. The Faculty Senate may instruct the Committee to report at a specified time on matters referred to the Committee concerning the charge and membership of the above mentioned committees.

7. Continuing Education Committee - 5 faculty members and 1 student member plus ex officio: Dean of Division of Continuing Education

   Quorum: 3 faculty members exclusive of ex officio

The Continuing Education Committee acts primarily as an advisory group on programs and future directions of continuing education. In addition, the committee examines and recommends policies relating to the entire concept of work outside the regularly assigned departmental loads, including extension teaching and consultant activities.

8. Course Drop Appeals Committee - 6 faculty members and 1 student member

   Quorum: 4 faculty members

The Course Drop Appeals Committee is charged with the responsibility of reviewing the appeals submitted by students who have been denied permission by the Vice Chancellor for Academic Affairs, Vice Chancellor for Health Affairs, or Dean of Continuing Education as appropriate to drop a course following the system in effect. Committee members are to be elected for staggered 2-year terms.

9. Credits Committee - 5 faculty members and 1 student member plus *ex officio*: Vice Chancellor for Academic Affairs

   Quorum: 3 faculty members exclusive of *ex officio*

The Credits Committee recommends policies and practices pertaining to academic credits and academic standards. It serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.

10. Due Process Committee - See Appendix D, Tenure Policies and Regulations, Section V, E

11. Faculty Affairs Committee - 6 faculty members and 2 alternate members plus *ex officio*: Chairman of the Faculty

    Quorum: 3 faculty members exclusive of *ex officio*

The Faculty Affairs Committee consults with the proper administrative officers in the recruitment of new members of the faculty, makes recommendations to administrative officers on policy for departments concerning persons joining the faculty, and recommends criteria for promotion in rank and for merit increases in salary. (See Appendix D, Section VII for Grievance Procedures.)

12. Faculty Governance Committee - 7 faculty members, elected to staggered terms of one year (2), two years (2), and three years (3) plus *ex officio*: Vice Chancellor for Academic Affairs, Vice Chancellor for Health Affairs or their appointed representatives and the immediate past Chairman of the Faculty *in residence* who shall not serve in the event of the re-election of the present chairman

    Quorum: 5 faculty members exclusive of *ex officio*

The Faculty Governance Committee advises the Faculty Senate on matters relating to the Constitution and By-laws; advises the Senate on matters relating [illegible] the Faculty Manual, where there is no conflict with the functions of the Committee on Committees; ensures that unit codes of operations continue to conform to the East Carolina University Code of Operations upon its adoption, all additions and deletions thereto to be submitted to the committee before submission to the Faculty Senate; calls for the required unit reevaluations specified by the East Carolina University Code of Operations; is alert to needed additions to and deletions from the Code of Operations and makes appropriate recommendations to the Faculty Senate; hears appeals by any faculty member concerning the Code of Operations within his or her unit.

13. Faculty Welfare Committee - 9 faculty members plus ex officio: Chairman of the Faculty, Personnel Director

    Quorum: 5 faculty members exclusive of ex officio

The Faculty Welfare Committee monitors programs and policies concerned with insurance, annuities, leaves of absence, fringe benefits, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members; recommends to the Faculty Senate and the Chancellor new programs and policies and changes in existing programs and policies. Also, it shall select an elected committee member to attend all meetings of the University Employee Benefits Committee.

14. General College Committee - 7 elected faculty members, 1 student member, plus 5 ex officio members: the Vice Chancellor for Administration and Planning, the Chairman of the Faculty Senate, the Dean of the General College, the Vice Chancellor for Health Affairs or his designated representative, and the Vice Chancellor for Academic Affairs or his designated representative.

    Quorum: 5 faculty members exclusive of ex officio

    1. Advise the Senate on matters relating to the General College and its functions.

    2. Formulate policies and criteria governing students' declaration of major study, as well as their entry into, tenure in, and exit from the General College.

    3. Recommend to the Senate procedures for the selection of General College advisors from the various units with students in the General College.

    4. Recommend to the Senate policies, concepts and procedures for most effective utilization of the General College by the academic groups concerned.

    5. Review, study and propose to the University Curriculum Committee changes to, additions to, or deletions from the University's general education requirements.

15. Hearing Committee - See Appendix D, Tenure Policies and Regulations, Section IV, C

16. Instructional Survey Committee - 10 faculty members and 5 student members plus ex officio: Director of Computing Center, Dean of the College of Arts and Sciences, Dean of one undergraduate professional school. The Deans of the undergraduate professional schools shall rotate in alphabetical order of their schools. All faculty members will serve alternating two-year terms. The student members and the

18

Deans of the undergraduate professional schools shall serve one-year terms.

Quorum: 8 faculty members exclusive of ex officio

The Instructional Survey Committee is charged with the responsibility of studying the methods and procedures for the identification of excellence in teaching, developing a program that assesses student and colleagial opinion, utilizing professional statistical procedures for analysis of data, assuring maximum confidentiality, cooperating with the Alumni Association and others in identifying recipients of teaching awards.

17. Library Committee - 9 faculty members (at least 3 from Graduate Faculty) and 1 student member plus ex officio: Director of Library Services

Quorum: 5 faculty members exclusive of ex officio

The Library Committee formulates and recommends policies governing the development of collections of books, periodicals, and other instructional materials, and the apportioning of the library budget; serves in an advisory capacity on matters relating to the services and facilities of the library; interprets the problems and policies of the library to the faculty and brings faculty opinion and needs to the library staff.

18. Reconsideration Committee - See Appendix D, Section IV, C

19. Student Recruitment - 5 faculty members and 1 student member plus ex officio: Dean of Admissions

Quorum: 3 faculty members exclusive of ex officio

The Student Recruitment Committee recommends policies governing recruitment and orientation of students entering East Carolina University. In addition, the committee makes special recommendations to the Dean of Admissions and to the Associate Dean of Student Affairs for Men regarding special recruitment and orientation problems relating to minority groups.

20. Student Scholarships, Fellowships, and Financial Aid Committee - 6 faculty members, and 1 student member plus ex officio: Danforth and Woodrow Wilson Representative, Dean of Student Affairs, Financial Aid Officer, the President of the League of Scholars and that person's designated alternate, the Vice President of the League of Scholars

The Student Scholarships, Fellowships, and Financial Aid Committee recommends policy in the granting of scholarships and fellowships, interviews nominees and selects recipients of the East Carolina University academic scholarships and merit scholarships, and reviews periodically the overall financial aid program.

21. Teacher Education - 7 faculty members and 1 student member plus ex officio: Director of Student Teaching

Quorum: 5 faculty members exclusive of ex officio

The Teacher Education Committee studies the present teacher education curricula of East Carolina University by departments; recommends to the

University Curriculum Committee that duplication of courses be corrected and that needed curricula be added; studies the changes in the teacher education program which should be made in order to keep pace with modern trends; studies teacher education programs of statewide organizations to analyze the type of teacher education that now exists, determines the type of teacher education needed, and recommends the steps that should be taken to obtain it; promotes various means of encouraging students to enter the teaching profession. The Teacher Education Committee shall consult with the proper representative of the units which will be affected by its recommendations.

22. University Computer Committee - 9 faculty members, at least six of whom are from academic units that are bona fide users of the university computation facilities. The Director of the Computing Center will provide the Committee on Committees with the appropriate user data to aid the Committee in determining qualifications. Ex officio: one student, Director of Institutional Development, Director of the Computing Center

Quorum: 5 faculty members exclusive of ex officio

The University Computer Committee shall interpret the problems and policies of the University Computing Center to the faculty and bring faculty opinions and needs to the Computing Center staff. It shall initiate recommendations affecting academic usage of computer facilities above the department and school level to the Faculty Senate or appropriate authorities. The Committee shall serve as a resource of faculty opinion on computer services and policies to the University Computer Policy Committee. It shall represent faculty interest in the selection of new computing equipment for the University Computing Center or for any academic unit seeking to duplicate existing computing services.

23. University Curriculum Committee - 11 faculty members and 2 student members plus ex officio: Vice Chancellor for Academic Affairs

Quorum: 7 faculty members exclusive of ex officio

The University Curriculum Committee studies undergraduate curricula and evaluates their effectiveness in meeting the objectives of the University; receives, considers, and recommends to the Faculty Senate curriculum changes, new courses, or new programs of instruction including general education requirements for all undergraduate curricula; recommends policy for deletion of courses from the curricula and the catalogue.

Administrative Policy

Administrative Policy, as distinct from academic policy, is formulated by the Administrative Council, assisted by Administrative Committees.

Administrative Council

The Administrative Council includes the Chancellor as chairperson, the Vice Chancellor for Administration and Planning, the Vice Chancellor for Business Affairs, the Vice Chancellor for Health Affairs, the Vice Chancellor for Academic Affairs, the Dean of each college and school including the

General College and the Graduate School), the Dean of Student Affairs, the Associate Dean of the Graduate School, the Dean of the Division of Continuing Education, the Dean of Admissions, the Director of Library Services, the Chairman of the Faculty, the Director of Institutional Development, the Director of Institutional Research, and the Registrar as a non-voting member. The Administrative Council serves in an advisory capacity to the Chancellor.

Administrative Committees

Administrative committees are appointed by the Chancellor and report directly to him. They consist of committees, councils, and boards not responsible to the Faculty Senate because of their functions.

Advisory Committee for Instructional Media Program
Affirmative Action Program - Handicapped Persons
Advisory Committee on Unit Codes
Advisory Council for Developmental Evaluation Clinic
Animal Research Committee
Board of Inquiry
Campus Long-Range Planning Committee
Commencement Committee
Committee for International Student Affairs
Committee on Purpose
Committee on Solicitation
Committee on Status of Women
Computer Center Policy Committee
Computer Users Committee
Drug Board
ECU Foundation Academic Committee
Equal Opportunity Task Force Committee
Faculty Patent Committee
Family Life Committee
Family Life Education Programs
Homecoming Committee
Housing Appeals Committee
Occupational Safety Committee
Policy and Review Committee on Human Research
Policy Committee for Privacy of Student Records (ad hoc)
Pre-Med/Pre-Dent Evaluation Committee
Radiation Safety Committee
Research Council
Resident Status Appeals Committee
Scholarship Weekend Committee
Security Committee
Title IX Coordinating Committee
University Employee Benefits Committee
University Hearing Committee
University Manuscript Committee
University Traffic Committee
University Traffic Appeals Committee
World Trade Center Committee

LINES OF AUTHORITY AND RESPONSIBILITY

Academic

Faculty Senate, Graduate Council

The Faculty Senate may initiate suggestions for academic policy. It hears reports from University academic committees and refers some matters to academic committees for further study. The Graduate Council, as the representative body of the Graduate Faculty, sends its recommendations directly to the Chancellor. See Appendices A and F.

Faculty Senate Academic Committees

Faculty Senate academic committees report to the Faculty Senate and furnish periodic reports upon request as well as an annual report prior to the last scheduled meeting of the Senate as described in a preceding section of this manual.

Individual Faculty Members, Students

Individual faculty members are represented in the policy-making machinery through both the Faculty Senate and the Chancellor's Advisory Council. Student participation is possible through representation on the various academic committees and some administrative committees.

Administrative

Execution of Policy

The execution of policy rests solely with the Chancellor and those officers delegated by the Chancellor to administer the affairs of the University.

Administrative Council

The Administrative Council considers such administrative problems as may be brought to its attention by the Chancellor. This council also hears suggestions from University administrative committees and may refer some administrative matters to these committees for study and advice.

Individual Faculty Members, Students

Individual faculty members have a direct line to the Chancellor for administrative suggestions through the Chancellor's Advisory Council. Students are appointed to practically all committees and may also send suggestions to the Chancellor through the Student Government Association.

RESPONSIBILITIES OF KEY OFFICERS

Chancellor

The responsibilities of the Chancellor are discussed above.

22

Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs is responsible to the Chancellor of the University for policy and operations relating to all academic aspects of the University, except those of the Division of Health Affairs (School of Allied Health and Social Professions, School of Medicine, School of Nursing, Health Affairs Library), which are directed by the Vice Chancellor for Health Affairs. The Vice Chancellor for Academic Affairs bears the chief responsibility for the curricula and the instructional programs including academic appointments, reappointments, and tenure. The Vice Chancellor also coordinates and correlates the activities of the General College, Joyner Library, the Division of Continuing Education, and Admissions Office, and the Office of the Registrar. The Vice Chancellor administers policies of class attendance and academic discipline, approves departmental requisitions for the purchase of instructional supplies and equipment, prepares schedules of classes for each semester and summer session term (in cooperation with the Dean of the College of Arts and Sciences, the Deans of the professional schools, and the Director of the Summer Session); and assigns all classrooms and office space allocated for instructional purposes. In addition, the Academic Affairs officer is responsible for the editing and publication of the University Undergraduate Catalogue, Faculty Manual, and similar official bulletins.

Vice Chancellor for Administration and Planning

The Vice Chancellor for Administration and Planning assists the Chancellor in coordinating the total program of the University and performs the official on-campus duties of the Chancellor in that officer's absence. In addition, the Vice Chancellor is directly responsible for coordinating and supervising development of institutional long range planning, presiding over meetings of the Administrative Council, and in the absence of the Chancellor chairing the staff meetings of the Vice Chancellors, and supervising those areas of responsibility assigned to the office.

Three University officers report directly to the Vice Chancellor for Administration and Planning. See Appendix G, Organizational Chart for East Carolina University.

1. The Director of Institutional Development
2. The Dean of Student Affairs
3. The Attorney Advisor and Equal Employment Opportunity Officer

In addition, there are certain internal and external responsibilities. Internally, it is often necessary for the Vice Chancellor for Administration and Planning to work directly with the Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Affairs in the development of long range plans and in special assignments given to his office by the Chancellor to resolve differences between them and between either of them and the agencies under the supervision of the Administration and Planning office. The Vice Chancellor also works with the Vice Chancellor for Business Affairs insofar as budget matters affect the appropriate areas of supervision. Of course, the Vice Chancellor works directly with the Chancellor in helping that officer administer the total work of the University.

Externally, the Vice Chancellor for Administration and Planning works with the General Administration of the University of North Carolina on long range planning as well as legal and professional matters relating to East Carolina, and represents the Chancellor at meetings of the Council of Chancellors when that officer is unable to attend.

Furthermore, the Vice Chancellor for Administration and Planning works with the ECU Board of Trustees, reporting to them the status of various divisions of work and advising on policy matters; with the NC Board of Education in relation to standards of professional education in North Carolina; with the Southern Association of Colleges and Schools, the regional accrediting agency, on matters concerning standards for accreditation; and as called upon he assists the Chancellor in supervision of efforts for accreditation of regional and national programs.

The Vice Chancellor for Administration and Planning supervises areas of responsibility in the following manner:

1. Development and execution of policy,
2. Development of long range plans, including those of academic programs,
3. Coordination of activities of the areas under supervision, especially when one might conflict with another,
4. Resolution of problems that are not routine, including and especially those administrative problems referred to his office by the Chancellor.

In terms of committee responsibility, the Vice Chancellor for Administration and Planning is chairperson of the Administrative Council, the Academic Council, the General Faculty, and is ex officio member of all administrative and academic committees. All standing committee reports and minutes of departmental meetings are to be forwarded to that office. In addition, the Vice Chancellor for Administration and Planning is a member of the Council of Vice Chancellors and serves as chairperson of this group in the absence of the Chancellor.

Vice Chancellor for Business Affairs

The Board of Trustees of the University has directed that all business functions for operation of the University be centralized in the chief business officer, who has the title of Vice Chancellor for Business Affairs and who is responsible to and under the general supervision of the Chancellor. This officer plans, directs, and coordinates all business affairs of the University for organization and supervision of fiscal and budgetary operations, personnel administration, purchasing, auxiliary enterprises, and physical plant operations.

The Vice Chancellor for Business Affairs also plans, directs, and supervises the preparation of all budgets for review and adoption by the Chancellor and Board of Trustees to be submitted to the Board of Governors of the University of North Carolina and Department of Administration and further reviewed by the Advisory Budget Commission for recommendation to the State Legislature. Budget preparation includes such factors as present operating costs, estimated receipts, added operating expenses due to expansion of physical plant, additional enrollment, and higher costs of utilities and service contracts;

requests for new programs, expanded services, higher salaries, and additional faculty to reduce the student-faculty ratio; and requests for capital improvements. The organization of the Business Office of the University is described subsequently in more detail. See Appendix G.

Vice Chancellor for Health Affairs

The Vice Chancellor for Health Affairs is responsible to the Chancellor of the University for policy and operations relating to the Division of Health Affairs of the University. The Vice Chancellor bears the chief responsibility for the curricula and the instructional programs including academic appointments, reappointments, and tenure in the Division of Health Affairs and its component schools: School of Allied Health and Social Professions, School of Medicine, and School of Nursing. The Vice Chancellor is also responsible for the activities of the Health Affairs Library, the Student Health Service, and the Developmental Evaluation Clinic. In coordination with the Academic Affairs office, the Vice Chancellor for Health Affairs assigns all classrooms and office space allocated for instructional purposes to the Division of Health Affairs.

Attorney Advisor/Equal Employment Opportunity Officer

This officer, in consultation with the chief administrative officials of the University and the Equal Opportunity Task Force Committee, takes appropriate measures to ensure the University's compliance with federal and state legal requirements respecting equal opportunity and affirmative action. See Appendix G, Organizational Chart, and Appendix K, Equal Opportunity/ Affirmative Action Policy of East Carolina University.

Deans of Colleges and Schools and Chairpersons of Departments

All deans of colleges and schools and chairpersons of departments are responsible for instruction and research within their areas. They are appointed by and are responsible to the Chancellor through the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs, as appropriate. (It should be noted, however, that the chairpersons of departments within the College of Arts and Sciences and the professional schools are directly responsible to their respective deans, who are in turn responsible to the Vice Chancellor for Academic Affairs.) The duties of the deans of the Graduate School and professional schools and of all departmental chairpersons are described in the following four paragraphs.

Administration of School or Department--The Dean or Chairperson presides at staff meetings, is responsible for following up school or department recommendations, appoints staff committees, assists with the orientation of new staff members, acts on requests from the unit's staff for funds for travel to professional meetings, and leads the staff in promoting professional growth and good public relations.

Budget and Equipment--The Dean or Chairperson confers with his or her immediate superior in preparing the biennial school or department budget for instructional equipment and supplies to be recommended to the Vice Chancellor for Business Affairs, and submits requisitions for the purchase of such equipment and materials to the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs, as appropriate, for approval. The Dean or Chairperson is responsible for maintaining a current inventory of and caring for departmental equipment, for reporting breakage and needed repairs to the Business Office. He or she also approves requisitions for book purchases for the Library.

No property or equipment in the custody of or belonging to East Carolina University is to be removed from the campus unless it is in direct conjunction with a University-sponsored function or program and at a predetermined and approved location. No property or equipment is to be taken home or to any other unapproved location for personal or official use. Written approval must be received from the Business Office, Vice Chancellor for Academic Affairs, or Vice Chancellor for Health Affairs, as appropriate.

Curriculum and Instruction--The Dean or Chairperson works with the unit's staff and confers with his or her immediate superior in planning and recommending changes in and additions to the curriculum to be considered by the Curriculum Committee. He or she visits classes and counsels with the faculty to evaluate the quality of instruction. He or she prepares and recommends teaching schedules and is responsible for all classes being met and arranges for substitute instructors in case of emergencies. He or she recommends the use of classroom, laboratory, and office areas. He or she keeps records of personnel and files of course syllabi. He or she also serves on the Academic Council. He or she makes an annual report of the school or department to his or her immediate superior, with copies to the Chancellor, the Vice Chancellor for Administration and Planning, and, as appropriate, to the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs.

Personnel--The Dean or Chairperson recommends to his or her immediate superior faculty promotions, retentions, dismissals, and salaries. He or she establishes qualifications of persons to be employed, and recruits and recommends to the immediate superior qualified persons to be considered for appointment. (See Appendices C and D.)

College of Arts and Sciences--The College of Arts and Sciences, under its Dean, consists of 18 departments, each headed by its chairperson.

Aerospace Studies

Biology

Chemistry

Drama and Speech

English

Geology

Health and Physical Education

History

Library Science

Mathematics

Physics

Political Science

Psychology

Science Education

Sociology and Anthropology

Foreign Languages and Literatures

Geography

Philosophy

General College--The General College is organized to advise and maintain the records of students who are in their freshman or sophomore years and have not yet been admitted to a degree program.

Professional Schools--There are nine professional schools, each headed by its Dean. The schools are organized into administrative and/or instructional divisions or departments. Professional Schools: Allied Health and Social Professions, Art, Business, Education, Home Economics, Medicine, Music Nursing, Technology.

Graduate School--The Graduate School differs from the other schools in organization and administration. The Graduate Council is its policy-making body; it receives and considers all curriculum changes and new courses at the senior-graduate and graduate levels; elects persons to the graduate faculty; and establishes policies for admission and retention of graduate students. The Dean of the Graduate School is the officer who administers these policies. The Dean of the Graduate School is also responsible for the editing and publication of the University Graduate School Bulletin. See Appendix F, Graduate School Organization.

Dean of Admissions

The Admissions Office is administered by a Dean, aided by three assistants and a clerical staff. The office has three divisions: one to process applications for admission to the freshman class, one for admission of students desiring to transfer from other colleges and universities, and the third to accommodate former students who are applying for readmission. The Dean is assisted in the conduct of duties by the advice of the Admissions Committee, which also serves as an appeals board for students who do not meet all requirements for admission or readmission. The Dean of Admissions is also responsible for the editing and publishing of the University Admissions Bulletin. Admissions to the Division of Continuing Education and to the Graduate School are the responsibilities of the deans of those units.

Registrar

The Registrar, aided by the Associate Registrar, supervisory personnel, and a clerical staff, supervises the Central Records Office, plans and executes registration of students each semester and summer session, records and mails grades to students, checks hours and grade points for graduation and prepares graduation lists, maintains academic records of all students, prepares and distributes transcripts of students' records as requested.

Director of Library Services

The Director of Library Services is the campus administrative officer responsible for providing library services to the University community, under the supervision of the Vice Chancellor for Academic Affairs, and within the policies and budget determined by the University administration. The Director is advised by the Faculty Senate Library Committee and the library faculty, and cooperates with the various schools and departments through appropriate deans and chairpersons. The library administration is responsible for J. Y. Joyner Library (the main library) and the Music Library in the Fletcher Music Center, which is an integral part of Joyner Library. The library staff consists of library faculty and support personnel, plus the University telephone switchboard, and is presently organized into nine administrative units, each supervised by a member of the library faculty (Acquisitions, Cataloging, Serials, Manuscripts, Circulation, Reference, Documents, Music Library, North Carolina Collection). In order to maximize the quality and quantity of materials and services to the University community, the library has appointed members of the library faculty as Library Service Representatives, to serve as the primary means of liaison between the library and the individual school or department. The Library Service Representative cooperates with the Faculty Library Representative in collection building, coordination of library instructional services to the department, etc.

Dean of Division of Continuing Education

The Dean of the Division of Continuing Education is responsible for off-campus classes, for evening college classes on campus, for non-credit specialized vocational and cultural courses wherever offered, for the Speakers Bureau, and for special conferences and institutes. The Division of Continuing Education provides this instruction through residence centers at Camp Lejeune, Cherry Point, and Fort Bragg, on the campuses of four technical institutes, in the University College on the Greenville campus, and at various locations throughout eastern North Carolina. The Dean works with chairpersons of academic departments in determining suitable courses to offer through continuing education, the location of courses, and the assignment of teaching staffs. The Dean is aided by an Associate Dean, by two Assistant Deans, by a Coordinator of Conferences and Institutes, by a Continuing Education Librarian, and by an administrative officer for business affairs. The Dean is also responsible for the editing and publication of various bulletins describing the offerings of the Division.

Athletic Affairs

Director of Athletics

Athletic goals of the University are established by the Chancellor, with accomplishment the duty of the Director of Athletics. The Director is the administrative head of the Athletic Department and is responsible directly to the Chancellor for its operation. See Appendix G.

The Faculty Athletic Committee functions in an advisory capacity to the Chancellor in matters of policy and exercises responsibility for and control of intercollegiate athletics. It is comprised of ten members of the faculty and administrative staff appointed for one-year terms by the Chancellor. Its chairperson is elected by the members of the Committee.

The ECU Council on Athletics, which serves on an advisory basis to the Director of Athletics, consists of twelve members: six from the Faculty

Athletic Committee, with the chairperson of that committee also serving as chairperson of the Council; three members chosen by the Alumni Association for three-year terms, one to be elected each year from two nominations made by the Director of Athletics; the current Pirate Club president; the remaining two are the President of the Student Government Association and the President of the Student Union.

Development

Director of Institutional Development

The Director of Institutional Development is responsible to the Vice Chancellor for Administration and Planning for coordination and supervision of a number of specialized areas, as described in the following eight sections.

Director of Institutional Research

The Director of Institutional Research is responsible for conducting research in all matters relating to the operations of the University, including curricula, staffing, physical plant, and utilization of resources, and for advising appropriate officers of the administration or committees of the faculty in such matters. The Director is also responsible for coordinating and developing interdisciplinary research that will aid in the building of a body of knowledge about the problems of higher education.

Director of Computing Center

The Director of the Computing Center is responsible to the Director of Institutional Development. The Computing Center serves the data processing needs of the University functions of research, instruction, and administration, and employs a full-time professional and technical data processing staff assisted by graduate assistants and part-time undergraduate student employees.

A Computer Science major is offered by the Mathematics Department, and a number of other academic departments teach courses employing the use of the computer as an analytical tool. The Computing Center serves as a laboratory facility in support of these instructional activities, and also provides facilities for faculty and graduate student research in the form of software and technical assistance. The Computing Center maintains a terminal connection to the Triangle Universities Computation Center (TUCC) to augment the computer capability available locally.

Director of Sponsored Programs

The Director of Sponsored Programs coordinates all activities related to the development and submission of applications for grants and contracts from government and private sources and is responsible for the administration of funds from outside sources awarded to the University in support of research and training programs.

Director of News Bureau and Public Relations

The News Bureau and Public Relations Department disseminates information about the University to the various news media. It is headed by a Director, aided by an Assistant Director, an information assistant in the News Bureau, an office manager, a typist, a photographer, plus student assistants.

Director of Alumni Affairs and Foundations

The Director of Alumni Affairs and Foundations, assisted by a clerical staff and one assistant, maintains records on all former students. These records include current mailing addresses, biographical information, and assorted information regarding each graduate. The Director serves the Alumni Association as its Executive Secretary and is delegated certain duties by a twelve-member Board of Directors. In addition, the Director is in charge of administering all alumni-related business matters concerning former students of the University. The Director also compiles, edits and supervises the publication of the alumni magazines, newsletters, fund literature and other promotional materials. The Director supervises the Alumni Loyalty Fund which is established to encourage financial support from alumni to supplement the academic programs on the campus.

Director of Career Planning and Placement Service

The Director of the Career Planning and Placement Service maintains personnel files on all who register with the service. Registration is open to all East Carolina University seniors and graduate students and to graduates of other institutions who have completed at least fifteen semester hours of course work at the University. Persons whose records are in the active file are recommended to prospective employers and are notified of current vacancies. Upon request by the student or by a prospective employer, a registrant's credentials are sent to the employer by the service. Registrants are also eligible for interviews with recruiters who visit the campus.

East Carolina University graduates who are registered with the Career Planning and Placement Service are eligible for reciprocal placement service at other colleges and universities across the nation. This is particularly helpful to students who prefer employment in other areas of the United States.

Faculty members are asked to urge students to register with the service when they become seniors.

Director of East Carolina University Regional Development Institute

The Director of the Regional Development Institute is assisted by development specialists in the fields of marketing, industrial development, community development, international services, resource development, land use planning, environmental regulations, research analysis, and management and financial counseling. Also included on the Institute staff are interns, secretaries, and part-time student helpers. Specific phases of the Director's work are delegated to the specialist in whose professional field the project fits, and the Director administers the department in consultation with the entire professional staff. The Institute, using its own capabilities and resources, plus those of the University, engages in practical research toward the development of eastern North Carolina. In addition to its functions sponsored by the University, the Institute undertakes research and development projects for industry, governmental agencies, foundations, and private groups.

Director of Institute for Coastal and Marine Resources

The Director of the Institute for Coastal and Marine Resources administers the various research programs of the Institute, coordinates the University's Coastal Marine Studies Minor (College of Arts and Sciences), and manages the Pamlico Estuarine Laboratory near Aurora, North Carolina. Also, the Director assists faculty in various academic departments with the preparation of proposals that are related to coastal and marine resources.

Student Affairs

The functions of the Division of Student Affairs cover the following aspects of student life at East Carolina University: discipline, entertainment, financial aid, guidance, housing (in conjunction with the Business Office), religious activities, social affairs, Student Government Association, and student welfare.

Dean of Student Affairs

The Dean of Student Affairs, who heads this division, is directly responsible to the Vice Chancellor for Administration and Planning. The Dean is aided by the following officers, whose duties are described in subsequent paragraphs: Associate Deans of Student Affairs for Men and Women, Associate Dean of Student Affairs for Activities, Director of Financial Aid, Director of Housing, and Director of Counseling Center. See Appendix G, Organizational Chart for East Carolina University.

Associate Deans of Student Affairs for Men and Women

All men and women students are under the administrative jurisdiction of the appropriate Associate Dean of Student Affairs.

The Associate Deans are also responsible for the training and supervision of the residence hall staffs, both student and professional, and they serve as advisors to the residence hall councils and other campus organizations. They also coordinate developmental programming in the residence halls.

Other responsibilities include the supervision and coordination of the campus-wide judicial system, the processing of official withdrawals from enrollment, the maintenance of student personnel records and the advisement to the campus Greeks. Letters of recommendation and confidential rating sheets are also written or completed by the respective Dean for students who are transferring or seeking employment.

Problems related to University life are referred to this office and the Deans counsel with the students involved, either individually or in groups.

Another major function of this office is orientation for freshmen and transfer students.

Associate Dean of Student Affairs for Activities

The Associate Dean of Student Affairs for Activities is concerned with many functions which bring him in contact with the faculty, including his chief responsibility as the Executive Director of Mendenhall Student Center. In addition to supervising the staff and directing the overall program of the Student Center, he serves as adviser to the Student Union, the student programming organization in the Student Center. The Dean negotiates and signs all contracts relative to campus activities, maintains a calendar of events for the campus and arranges for publicity pertaining to the events, arranges and provides for the comfort of visitors on campus who are here in connection with campus activities which are coordinated by the Student Center office, and serves as co-adviser to the Student Government Association with special reference to campus activities.

Director of Financial Aid

The Director of Financial Aid administers the various programs which are available to provide assistance to students who, without aid, would be unable to continue their education. The Director is responsible for the counseling of students about the average student expenses and financial aid opportunities, for the evaluation of financial aid applications and for the allocation of resources to students who are to receive assistance. The Director serves as a member of the East Carolina University Scholarships, Fellowships, and Financial Aid Committee.

Director of Housing

The Director of Housing, who reports to both the Dean of Student Affairs and the Vice Chancellor for Business Affairs, is responsible for the housing of students on campus and for assisting students who desire off-campus housing. Assistance is available to faculty and staff members attempting to locate housing.

Director of Counseling Center

The purpose of the Counseling Center, headed by its Director, is to assist students to make the most of their opportunities for academic and personal development while in college. Services in the areas of vocational, academic, educational, and personal counseling are provided. In addition, the staff of the Counseling Center provides both classroom and individual programs for students who wish to improve their study skills. The Center also provides a self-help program for students who wish to improve their study methods, vocabulary, spelling, and reading skills. Where necessary, tests and inventories are used to help students ascertain their areas of greatest interest and aptitude or to gain insight into areas where personal adjustment may be necessary. All full-time or part-time students are eligible for any or all services of the Counseling Center without charge. The Counseling Center is located in Wright Annex, Room 307.

Business Affairs

In addition to conducting the routine business affairs of the University, the Business Office is the focal point in the University's administrative structure for handling budget and purchase requests.

Vice Chancellor for Business Affairs

The conduct of the business affairs of the University is the responsibility of the Vice Chancellor for Business Affairs, whose duties have already been described. He is assisted by the officers whose functions are discussed in the following paragraphs. Also, see Appendix G.

Business Manager

The Business Manager is the principal assistant to the Vice Chancellor for Business Affairs in the discharge of duties and responsibilities as the chief business officer of the University, except for physical plant maintenance and operations. The Business Manager acts as coordinator and liaison officer for the Business Office in matters concerning other administrative offices, and performs the duties of the Vice Chancellor in that officer's absence.

Cashier

The Cashier supervises and performs all functions relating to the receipt and accountability of funds paid to the Cashier's Office, interpreting and applying applicable policies and regulations concerning fees and charges.

Print Shop Manager

The Print Shop Manager plans and supervises the operation of the print shop to insure a product of good workmanship using efficient techniques and procedures to maintain operational cost at a minimum by use of sound judgement.

Housekeeping Administrator

This person is responsible for housekeeping functions and supervision of the housekeeping staff for all dormitories, academic and administrative buildings.

Comptroller

The Comptroller plans, directs and supervises all accounting and budget functions related to the operation of the University including the off-campus branches, grants, and foundations, and establishes and maintains internal controls for a sound fiscal policy.

Payroll Officer

The Payroll Officer directs and supervises all payroll functions relating to the disbursement of salaries according to prescribed regulations with emphasis on verification and accuracy of payrolls to insure timeliness and proper disbursement, coordinating matters of personnel, accounting and budgetary information.

Accountant, Grants Administration and Student Loans

This officer is directly responsible for the operation of the Office of

Grants Administration which involves the receiving, expending and accounting for all grants and contract funds received by East Carolina University. He or she must insure that proper accounting records and documentation are kept for all grant expenditures and receipts and that grant funds are spent in a manner consistent with the specific grant proposal and with the appropriate federal, state, private, and university regulations.

Accountant, Special Funds

This officer is responsible for maintaining appropriate accounts and records for various funds of the University, excluding those deposited to the credit of, or drawn against, the State Treasurer. Funds included are those such as Special Funds, Athletic Fund, Educational Foundation, Inc., Stadium Fund, and Summer Baseball.

Personnel Director

The Personnel Director plans, directs, coordinates, and administers the University personnel program involving recruitment, employee relations, counseling, interviewing, selection, transfer, promotion, recommendation of salaries, and classification of non-faculty personnel; and interprets applicable policies and regulations to provide an efficient and effective work force for operation of the University.

Purchasing Officer

The Purchasing Officer plans, directs and supervises all functions relating to the purchase of goods, materials, supplies, and equipment for the University, fulfilling specified requests, initiating action on a competitive-bid basis, evaluating prices, quality and quantity, inspecting items purchased, and procuring the best product at a minimum cost. The officer is also responsible for inventory control and disposing of surplus property.

Director of Security

The Director of Security is responsible for the campus security, police, traffic and parking. The security and police functions cover a wide range of responsibility which includes the safety and protection of students, staff, and visitors as well as the buildings and other properties on the campus. There is constant police coverage. Also included is the registration of vehicles and collection of parking fines.

Students Supply Store Manager

This officer is responsible for directing all campus student store operations with supervision of store personnel involving purchase of goods, determining quantities, types and varieties of merchandise, source and selection, percent of markup and price according to University policy, maintenance of cost and retail price records, accounting and preparation of sales records and overhead and capital gain reports, maintenance of adequate inventories, coordination of textbook purchases with academic personnel, and display of merchandise to provide for an efficient sales operation.

Director of Occupational Health and Safety

This officer is in charge of the overall planning and implementation of the total safety and health program for the University in conformance with the Occupational Safety and Health Act (OSHA) of North Carolina.

Internal Auditor

The Internal Auditor is responsible for conducting a broad comprehensive program of internal auditing within the University which consists of examining and evaluating the adequacy and effectiveness of the systems of administrative control provided by the University and to direct its activities toward the accomplishment of its objectives in accordance with University policies and plans.

Director of Physical Plant

This officer plans, directs, and supervises the maintenance and operation of the physical plant to include formulation of specifications and plans for repairs and minor alterations to the physical plant, and also serves as a coordinator and liaison representative of the University between architects, engineers, and contractors for major capital improvements.

Plant Engineer

The Plant Engineer directs and supervises all functions relating to the maintenance and operation of the physical plant that involve heating, electric service, plumbing, sewers, air conditioning and refrigeration systems, and is also responsible for execution of plans for alteration and minor new construction of related systems.

Superintendent of Buildings

The Superintendent of Buildings plans, assigns, coordinates, and reviews the work of skilled tradesmen engaged in the installation, maintenance, renovation and operation of the physical plant facilities.

Superintendent of Grounds

The Superintendent of Grounds manages, plans and coordinates the preservation, development and care of all grounds, drives, walks, and parking areas of the East Carolina University campus and certain designated off-campus properties of the University.

MEETINGS

Faculty Senate Meetings

Four regular meetings of the Faculty Senate shall be held each fall and spring semester according to a schedule prepared the preceding year by the Agenda Committee and presented to the Faculty Senate for approval at the second meeting of spring semester.

The organizational meeting of the Faculty Senate shall be held on the day following the last regular meeting of the spring semester.

In an emergency situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chairman of the Faculty shall be empowered to call an emergency session of the Faculty Senate. A notice stating the purpose of the emergency session shall be distributed to the members of the Faculty Senate and the General Faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the General Faculty. The General Faculty shall be informed of the time, place, and agenda of all regular and special meetings.

See Appendix A, Constitution of the Faculty Senate.

Faculty Meetings

Faculty members are expected to be in attendance at all regular faculty meetings and Commencement exercises. Faculty meetings called by the Vice Chancellor for Administration and Planning are generally scheduled at 4:00 p.m. in McGinnis Auditorium. A faculty member who finds it necessary to be absent from these meetings should so indicate to the Chancellor or to the Vice Chancellor for Administration and Planning prior to the time of the meeting.

Faculty members should not ordinarily dismiss a class because of a conflict with a faculty meeting. When such conflicts occur, faculty members are advised to discuss this situation with the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs, as appropriate.

Graduate Council and Graduate Faculty Meetings

The Graduate Council meets monthly during the regular academic year. The Graduate Faculty meets once or twice a year. See Appendix F, Graduate School Organization.

Departmental Staff Meetings

There are no regularly scheduled departmental meetings. It is expected that all departmental chairpersons will call such meetings at least once a month, and faculty members should not ask to be excused from these meetings except for reasons that would justify absence from faculty meetings or classes.

Departmental Assemblies

Departmental assemblies of all students and faculty members in the College of Arts and Sciences and each school or department are called at the discretion of the deans or chairpersons. The dates for these meetings, all of which are to be held at 7:00 p.m. and are to last approximately one hour, will be announced by departmental chairpersons.

Commencement Exercises

Commencement exercises are held once a year at the close of the spring semester. Faculty members, unless excused, will attend in academic apparel. Absences must be approved by the departmental chairpersons, the Dean of the College of Arts and Sciences or professional school, and the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs, as appropriate.

Academic Apparel

Faculty members may either rent or purchase academic apparel from the Students Supply Store, located in the Wright Building. Tailor-made caps, gowns, and hoods may be ordered through the Store at cost (including transportation charges and sales tax) plus a small fee by simply going to the Store office at any time during the year.

If a faculty member wishes to rent academic apparel for Commencement exercises, he may do so by filling out the rental form which he receives from the Store through his departmental office and returning it by the date stated on the form. Note: Once an order has been placed for rental of academic apparel and it has been received from the company, the faculty member placing the order will be responsible for the rental fee of the apparel whether it is picked up or not.

PART III

ACADEMIC INFORMATION

ACADEMIC PROCEDURES AND POLICIES

Announcements

Official notices will be posted on the official bulletin boards in each classroom building. There are approximately 100 "Official Bulletin Boards" at key locations on campus.

Faculty Load

The maximum teaching load is 15 semester hours per semester.

College and school deans may arrange with the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs as appropriate for a reduction in teaching load for those faculty members engaged in significant research and administrative duties.

The summer session, consisting of two summer terms, provides academic course work equivalent to that of the academic year. For details, see the Summer Session Bulletin which is printed in February of each year.

No faculty member can be guaranteed a teaching assignment in the summer session; tentative appointments are made pending materialization of enrollment. No faculty member will be assigned to more than one summer term in a session except: (1) when all faculty in the unit have had an opportunity to teach one term, or (2) in case of curriculum necessity, or (3) in case of unit heads not hired on a 12-month basis.

Office Hours

In addition to his or her teaching, each member of the faculty must maintain office hours five hours a week to be available to his or her advisees and to students who wish to consult with him or her. It is strongly recommended that the adviser be in the office one hour each day. The office hour schedule is to be posted on the faculty member's office door so that students may make arrangements for conferences. Each dean or departmental chairperson is to have a complete schedule of the office hours of all members of his or her school or department. Faculty members must be in their offices and available to students during preregistration, registration (except when assigned to registration duties elsewhere), and drop-add period.

Academic Counseling

To assist students in their academic programs, the University has established in each college, school, and department a system of academic counseling wherein the student is assigned to a faculty member who serves as his or her adviser. The adviser helps to plan the student's academic program, particularly during preregistration and registration periods; keeps a record of progress; and is available throughout the year for additional counseling.

In addition to the faculty adviser, the student may obtain help from the chairperson of the major department or the dean of the college or school. Further counseling needs are met through the services of the Counseling Center, described subsequently in Part V, Student Personnel Program: Academic and Non-academic Services. Personal counseling is also offered by the Associate Deans of Student Affairs for Men and Women.

Advisers will make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

Application for Graduation

Advisers should remind students that application to graduate must be made on a blank provided by the University Registrar not later than two and one-half semesters before the completion of the requirements for the degree. The diploma fee of $10.00 must accompany the application.

Senior Summary Sheet

Advisers shall confer with first-semester seniors concerning their remaining requirements for graduation. At this time the SENIOR SUMMARY SHEET is filled out in triplicate, one copy to be sent to the Registrar for immediate verification, one to be kept by the student, and the third to be retained by the student's major department or school.

The Senior Summary Sheet will note the appropriate Undergraduate Catalogue edition carrying the requirements to be met, the degree sought, the intended date of completion of all requirements, and the requirements unfulfilled to date. Remaining requirements will be listed only as specifically as provided in the appropriate catalogue.

Registration

Two methods exist for registering: (1) regular registration at the beginning of each semester or summer session term, for students who have not preregistered, readmitted students, entering freshmen, and transfer students; (2) preregistration during a current semester for the subsequent semester or summer session terms. The Registrar's Office will furnish to faculty and students instructions outlining each step to be followed for either type of registration.

Regular registration is held on Registration Day at the beginning of each semester or summer session term. Students who have complied with all regulations required for registration will see their advisers, secure the necessary forms for registration, and report to the registration hall designated by the Registrar's Office.

Preregistration

Preregistration is a privilege offered during each semester to currently enrolled students, allowing them to preregister for the subsequent semester or summer session terms without waiting for Registration Day. After seeing his or her adviser, the student presents a preregistration card to the Registrar's Office listing the courses he or she desires for the subsequent semester or summer session terms. At that time, the student receives a sheet of instructions for completing registration. Under no circumstances is a preregistered student to be considered officially registered until such time as he or she has picked up a class schedule from the proper place at the proper time.

Student Load

Eighteen semester hours of credit per semester (7 semester hours per summer session term) is the maximum load for undergraduate students without special permission. Graduate students may take no more than fifteen semester hours in any one semester or no more than twelve in two consecutive summer session terms (maximum of six in any one summer term). Undergraduate students who have earned an average of B or above on all University work may be permitted by the chairperson of their department or dean of their school to enroll for nineteen or twenty hours. A student desiring to enroll for more than twenty hours must secure, in addition to the above signatures, approval from the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs as appropriate. Extra hours for those with less than a B average will be allowed only in very special cases and must be approved by the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs. Application for extra hours should be made on the proper form and forwarded to the Registrar before the beginning of the semester. A student who enrolls for more than he or she is properly permitted to take will not receive credit for courses taken in excess of the allowable load.

Schedule of Classes

The schedule of classes for each semester and the summer session is prepared by the Vice Chancellor for Academic Affairs in cooperation with the various deans and departmental chairpersons. The schedule of course offerings should be given careful deliberation in various school and departmental meetings. Requests by faculty members for changes in proposed schedules should be made at these meetings. Changes after the printed schedule is circulated should be made only when necessary and then only upon consultation with the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs as appropriate.

Selection of Courses

An undergraduate student is not permitted to select courses which are more than one classification removed from the student's own classification. Any student who enrolls in a course in violation of this rule cannot count those hours toward graduation. There are occasions on which exceptions to this regulation may be deemed desirable and necessary by the student's adviser and/or dean. The Registrar will honor exceptions two or more numbers either above or below the student's classification, if the registration or drop-add form contains the initials of the adviser and/or dean written on a line with the course that is involved in the regulation. An undergraduate student may not, however, take a graduate (6000-level) course for undergraduate credit. A senior within four semester hours of graduation may take a 6000-level course but only for graduate credit (nondegree or degree). Graduate degree credit will not be allowed, however, unless the student has been previously cleared by the Graduate School.

Elective courses in any curriculum may be taken from any field and are decided upon with the approval of the adviser.

40

Students who take work off-campus to apply toward a degree at East Carolina University must receive the written approval of their major departmental chairperson or dean of the college or school before registering for the course(s) in order for such credit to be acceptable to East Carolina University. This permission must be on file in the Registrar's Office on blanks supplied by the student's major department before the student can enroll in off-campus courses.

Credit will not be allowed for courses taken which substantially duplicate courses already completed.

Repetition of Course Work

A student should repeat a course he or she has passed in order to raise his or her grade only in the event that the college, school, or department in which he or she is seeking a degree requires a higher grade in the course. A student who repeats a course in order to raise a grade will receive the original grade, hours earned, hours attempted, and grade points. The student will also receive the raised grade, hours attempted, and grade points. The raised grade, or last grade, stands. Students receiving an F on the raised grade will be required to repeat the course. A student who repeats a course he or she has failed will receive the failure (hours attempted and no grade points) and his or her passing grade with hours attempted, hours earned and grade points.

Change of Major

Any student who is eligible to enroll and who has satisfied transfer requirements as stated in the current Catalogue is eligible to transfer to another department, school, or college, or change his or her major field of study if he or she desires. When such a change is made, the student, except when transferring from the General College, must meet graduation requirements as stated in the catalogue of the year in which the change is made.

A student who desires to change his or her program of studies involving transfer from one college or school or department of the University to another is required to follow this procedure: (1) obtain from the adviser a CHANGE OF MAJOR FORM, (2) have this form signed by the dean of the college or school or chairperson of the department in which he or she is currently enrolled and obtain from the dean or chairperson a complete student advisee file, (3) present the form for the approval of the dean of the college or school or chairperson of the department in which he or she plans to enroll and leave the advisee file with that dean or chairperson.

To be valid, a change of curriculum must not only follow the procedures indicated, but it must also be completed in the week prior to or during preregistration. Furthermore, a change of curriculum form is not valid until filed in the Registrar's Office.

Double Major

Students desiring to carry a double major will be advised in both majors by the adviser in the department or school of their first major choice.

Drop-Add

During the first three days after Registration Day of a semester or the first two class days of a summer session term, a student may add a course or courses to his or her schedule with the approval of the dean of the college or school or the chairperson of the department in which he or she is enrolled. He or she must then process the change through the office of the Registrar.

During the first thirty days of a semester or the first ten days of a summer session term, excluding Saturdays, a student may, at his option, drop a course or courses without penalty. A student who wishes to drop a course or courses must observe the following procedure. He or she must inform the appropriate dean, departmental chairperson, or person whom they designate and discuss the course or courses which he or she wishes to drop. He or she must obtain a drop-add form, complete it, and obtain the signature of the University official with whom he or she has conferred. He or she must next secure from the instructor or instructors the class enrollment card or cards. Both the drop-add form and required class enrollment card or cards must be taken by the student to the Registrar's Office within three class days.

After the first thirty class days of a semester or the first ten class days of a summer session term, excluding Saturday, a student may drop a course or courses without penalty only with the permission of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Affairs or designated representative, or the Dean of the Division of Continuing Education as is appropriate. Permission to drop a course or courses will be given only when unforeseeable and uncontrollable circumstances prevail. If denied permission to drop, the student may appeal the decision to a faculty appeals committee. If permitted to drop, the student must deliver the required forms to the office of the Registrar within three class days.

Official Withdrawal

Students desiring to withdraw from the University officially should apply to the Associate Dean of Student Affairs for Men or for Women for a WITHDRAWAL FORM.

After the student has obtained the signatures of the various officials designated on the form, it must be submitted to the Associate Dean of Student Affairs for Men or for Women for final approval. Students withdrawing for medical reasons should complete the procedure as soon as possible and in no case later than 30 days after the last class attendance. All other students withdrawing should complete this procedure immediately after last class attendance and in no case later than 2 weeks after the last class attendance. After the term has ended and grades have been posted, no withdrawal except in the case of severe medical emergency can be filed. Those not officially withdrawn will not be eligible to return nor will their transcripts be forwarded from East Carolina University until satisfactory arrangements have been made through the Associate Dean of Student Affairs for Men or for Women.

During the first thirty class days of a semester, a student may withdraw from school without receiving grades for courses in which he or she is enrolled. After the first thirty class days, a student withdrawing from school shall receive a grade of F for all classes which he or she is failing at the time unless, in the judgment of the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Affairs, or the Dean of the Division of Continuing Education, as appropriate, the failures were caused by circumstances beyond the student's control.

Class Roll Verifications

Early in each semester the Registrar sends Class Roll Verifications to all instructors for each class they teach. The purpose of these forms is to verify the accuracy of the lists of properly registered students by checking the rolls against the previously issued class cards in the instructor's hands. Specific instructions for noting discrepancies and returning the forms accompany the Class Roll Verifications and must be followed carefully.

Grading System, Grade Points, and Grade Point Average

A grade (quality) point system based on all hours attempted at East Carolina University is used to calculate student scholarship. Grade symbols currently in use for all undergraduate courses are: A--excellent, B--good, C--average (for graduate students--low pass), D--barely passed (not used for graduate students), F--failed, course must be repeated to secure credit, I--incomplete.

Grade points are computed by multiplying the number of semester-hour credits by 4 for courses in which a grade of A is earned; by 3 for a grade of B; by 2 for a grade of C; by 1 for a grade of D. No grade points are given for a grade of F, but hours attempted are recorded for each attempt of a given course. In those situations where a student has failed a given course more than one time, commencing with the second failure, the attempted hours offered for the course shall not be counted in computing the student's grade-point average if the student initiates the multiple F policy in the Office of the Registrar. The grade-point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted.

Posting of Grades

It is the policy of the University that each instructor will post final grades in each course which he or she teaches at the end of each semester or summer session term in a convenient place so that students may have access to their grades as soon as possible after completion of the course. The individual student's identification number without an accompanying identifying name is used to identify the individual course grades to protect the right of privacy of the student. In compliance with the Family Education Rights and Privacy Act (P.L. 93-380) if any student does not want the grades posted by the instructors at the end of the term that student must notify the Registrar's Office of that fact not later than 21 calendar days prior to the last day of classes of a given semester or summer session term. Once such notification has been made, that student's grades will not be posted in any courses unless the request not to post the grades is withdrawn by the student.

Reporting of Grades to Registrar's Office

All grades are due in the Registrar's Office not later than 48 hours after each final examination is given, except for early grade sheets submitted for graduating seniors at the close of spring semester.

For the convenience of the faculty, a grade deposit box is located on the front porch of the Whichard Building. The brass opening for the box is mounted in the door of the office on the right side of the front porch and can be identified by the word MAIL.

It is requested that grade sheets be deposited in the grade drop box or turned in to the Registrar's Office. DO NOT MAIL GRADE SHEETS THROUGH CAMPUS OR REGULAR MAIL.

Reporting of Removal of Incompletes to Registrar's Office

A grade of I must be removed during the next semester (not counting summer sessions) the student is enrolled in the University, or it automatically becomes a failure. Requirements for removal of incompletes must be submitted to the proper instructor at least three weeks prior to the end of the semester. Instructors must submit the proper Removal of Incomplete Form to the Registrar's Office (available from school and department secretaries) at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year or it automatically becomes an F. An I may not be removed by repeating the course. No person will be admitted to any class unless officially enrolled either for audit or credit. No student will be allowed to graduate with an Incomplete on his or her record.

Certain sequence courses, particularly 6995, 6996, Thesis, normally require the completion of the entire sequence before any grade other than I may be given for the earlier component.

Change of Grade

A change in grade for any reason must be made within one year from the date the original grade was received. Such changes are reported on forms available from school and departmental secretaries.

Privacy of Student Educational Records

The University policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Personally identifiable information contained in student educational records will not be disclosed to persons outside the University without the prior written consent of the student. Under this policy the student also has a right of access to student educational records maintained by the University or any department or unit within the University. A copy of the University policy dealing with the privacy of student educational records is maintained in each professional school and academic department within the University. Each member of the faculty should be thoroughly familiar with this policy and comply with its provisions accordingly.

Release of Directory Information

It is the policy of the University to routinely make available certain directory information on its students. This policy is for the convenience of students, parents, other members of the University community and the general public. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), the University will continue this policy of releasing directory information, such information being defined by the Act as some or all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institute attended by the student. If any student does not wish any or all of this directory information released without that student's prior consent, then the student must notify the office of the Registrar within seven days after Registration Day of the current term of enrollment.

Faculty Absence

Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his or her dean or chairperson. The dean or chairperson then makes arrangements for this absence as well as substitute arrangements with the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs, as appropriate, and with the Chancellor. A Petition to Travel form must be completed and submitted to the office of the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs at least one week in advance of absences for in-state trips and at least two weeks in advance for out-of-state trips.

In the event of an absence caused by an emergency or sickness, a faculty member is advised to inform his or her dean, chairperson or the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs at his or her earliest convenience.

Class Attendance Regulations

1. Students are expected to attend punctually all lecture and laboratory sessions in the course for which they are registered, beginning with the first session following registration in the course, except as provided in number 2 below.

2. Each instructor shall determine the class attendance policy he or she feels is best for the particular course. In determining the number of unexcused absences which are to be accepted, the instructor should consider carefully the nature of the course, the maturity level of the students enrolled, and the consequent degree of flexibility which his or her policy will include. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the semester and will govern attendance in the class. Note: Class attendance is expected of all graduate students. If class sessions are missed, the decision as to whether the work may be made up or not will be determined by the instructor and the student.

3. Instructors are expected to recognize and honor official University excuses, i.e., excuse students without penalty for absences due to participation in authorized University activities, death in the family, and personal illness of students excused by the infirmary staff. Verification of these authorized absences, except death in the family, may be obtained by the student contacting the offices of the Associate Deans of Student Affairs for Men or for Women, as appropriate.

Class Attendance and Extracurricular Activities

No faculty member should urge a student to take part in an extracurricular activity at the expense of the student's class work, nor expect the student to appear at any rehearsal if he or she has a class at that period. No class absences will be excused for rehearsals. Absences for performance and necessary travel to and from performances are the only ones excused.

Credit by Examination

In special cases credit will be given by examination up to 25% of a student's program. See current Catalogue. Graduate students seeking credit by examination are subject to rulings of program directors.

New Courses, Course Revisions, New Degree Programs

Recommendations for new courses, course revisions, and new degree programs originate within the various schools and departments. New courses and course revisions involving a change of course title or syllabus require the acquisition of new course numbers from the Assistant Registrar. Proposals for all such changes must then be considered by the following bodies in the sequence listed below.

For undergraduate courses (including 5000) and degree programs:

1. College of Arts and Sciences Curriculum Committee (only for departments in Arts and Sciences)
2. University Curriculum Committee (one copy to each member plus Vice Chancellor for Academic Affairs and, as appropriate, Vice Chancellor for Health Affairs)
3. Faculty Senate
4. Board of Trustees*
5. Board of Governors*

For graduate courses (including 5000) and degree programs:

1. Graduate Council (one copy to each member plus three copies to Dean of Graduate School)
2. Graduate Curriculum Committee
3. Graduate Council
4. Board of Trustees*
5. University System Graduate Council*
6. Board of Governors*

All such proposals must deal with the following factors: need or demand, place within the offering unit's educational program, availability of qualified staff, physical resources, library resources, availability of funds, coordination and/or duplication with offerings of other units. New program proposals must adhere to the format provided by the General Administration of UNC.

Curriculum Course Bank

Schools and departments may place in the Curriculum Course Bank courses that have not been taught for some time but which in their judgment should be retained for future offering. With certain exceptions, both graduate and undergraduate courses are eligible for listing. For undergraduate courses the bank is administered by the University Curriculum Committee, while the Graduate Curriculum Committee processes proposed graduate course listings. To reactivate courses, schools and departments are required to follow the same routine as in the submission of new course proposals. Courses remanded to the Curriculum Course Bank are listed in the Undergraduate Catalogue and the Graduate School Bulletin.

---

*For new degree programs only

Certification

Current certification requirements for teachers and administrative personnel applicable in the State of North Carolina may be found in the offices of the Vice Chancellor for Academic Affairs and the Dean of the School of Education. In order to assist students in pursuing their various programs, faculty members are requested to become acquainted with these requirements. If there are any questions regarding their interpretation, faculty members are urged to consult with the Vice Chancellor for Academic Affairs or the Dean of the School of Education.

INSTRUCTION

Orientation to Courses

At the opening of each quarter, faculty members should attempt to achieve the following during the initial class meetings:

State clearly the prerequisites of the course, if any; also, the class standing, that is, freshman, sophomore, etc. Students not eligible for the course should be sent to the Office of the Registrar immediately.

Outline the content of the course.

Discuss the objectives of the course and the value to be derived from the course.

State complete requirements of the course, such as textbooks, other materials required, number and nature of reports to be submitted, outside reading, notebook requirements, and the type of quizzes to be used.

Discuss how the various requirements of the course are counted in determining the final grade.

The first meeting of each class should consume the full time allotted by the schedule.

Textbooks

Procedure for Ordering Textbooks and Collateral Materials

The University owns and operates the Students Supply Store which is located in the Wright Building. The purpose of the Store is to attempt to have available the books and supplies that are needed by the students to obtain their education.

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by the Students Supply Store. These forms are sent to the departments approximately two weeks prior to the dates listed below.

In order to allow ample time for the ordering and receiving process, the Manager of the Store requests that all requisitions be turned in to their office by the following dates.

Fall Semester Requisitions	Preceding March 25
Spring Semester Requisitions	Preceding October 1
Summer Terms Requisitions	Preceding March 15

Book requisitions received on these dates allow the Store time needed to prepare buy-back lists used in purchasing from the students any used books that are no longer needed. This helps the students to keep the total costs of textbooks down as much as possible.

Deans and department chairpersons distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to the Students Supply Store. A textbook requisition form should be completed for each course giving all the information needed to order the books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if at all possible, and the designated copy retained in each departmental office for future reference. An effort should be made to have a single text requirement for multiple-section courses. If this seems to be impossible, there should be as few different requirements as possible.

Careful and accurate estimates of student enrollments should be furnished to the Manager of the Students Supply Store in order to avoid overstocking of books and supplies which may become obsolete and result in financial loss to the University.

Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.

1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.

2. Once new editions are available, unless there is some compelling reason for using an old edition, instructors should use the newest edition available.

3. Only textbooks which the students will be required to own should be ordered on the yellow textbook order form. Books recommended for collateral reading, and which the student will not be required to own, should be ordered on the blue form.

4. Supplies that the students will be required to purchase should be requisitioned on the green form provided by the Students Supply Store.

Used Books

At the beginning of each semester, the Store tries to have on hand as many used books as possible since this is the best means available to help students keep the cost of their textbooks down. For any textbook selling for $2.00 or more that has been requisitioned for use the following semester, the Store will pay 50% of the new price of the book. The used book will be sold at 75% of the new price. If that book is resold to the Store, 50% of the new price will be paid again.

Desk Copies

A. Full-time Faculty Members: Providing desk or complimentary copies of textbooks is a service extended by most publishers to instructors using their books in the classroom. Instructors are urged to obtain their desk copies directly from the publishers by writing them and stating that they intend to adopt their book as a text and requesting that they send a desk copy.

The Students Supply Store does not furnish free desk copies but will assist the instructor by providing desk copies on an emergency loan basis. The desk copy will be charged to the instructor's personal account for a period of up to 60 days, during which time the book is to be replaced with a completely new, unmarked, salable copy, or paid for.

Instructors may obtain from the Book Department of the Students Supply Store desk copy request forms free of charge.

B. Part-time Instructors: To obtain desk copies for all except full-time faculty members (graduate assistant, teaching fellows, etc.), department chairpersons should write letters directly to the publishers requesting complimentary copies.

In the event the chairperson does not receive textbooks in sufficient time for use, the Book Department of the Students Supply Store will provide desk copies but only to the department chairperson. The chairperson may pick up the books in person or send a messenger with a written, signed request. In this case, the books will be charged to the chairperson's personal account, and it will be his or her responsibility to replace the loaned desk copies with new, unmarked, salable copies.

Syllabi

Each faculty member is expected to have in his or her possession a syllabus for each course he or she teaches. It is the responsibility of each dean and chairperson to have syllabi for all courses taught in his or her college, school, or department.

Tests and Examinations

Final examinations are held at the close of each term. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the chairperson of the department or dean of the school involved, and the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs, as appropriate. The department chairperson or school dean will, if a serious emergency is believed to exist, forward a written request to the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs, as appropriate, setting forth the nature of the emergency. A student who is absent from an examination without excuse will be given a grade of F. An Incomplete (I) will be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor or an official University excuse from the Associate Dean of Student Affairs for Men or for Women.

Although tests are not required at specific times during the semester, some measure of a student's progress should be made before the middle of the semester. While it is understood that the objectives for courses differ from subject to subject and department to department, and that the relevant procedures used to measure those objectives will differ, it is encouraged, where possible, to obtain some form of written responses (essay test questions, term papers, etc.). If students are found to be deficient in fundamentals of writing, they should be referred to the English Department for assistance.

An instructor should not administer make-up quizzes or allow credit to those students who miss announced or scheduled intermediate tests and quizzes. Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor or an official University excuse from the Associate Dean of Student Affairs for Men or for Women will be given a make-up test or an excuse from taking the test at the discretion of the instructor.

Students should not be permitted to continue a test or an examination after the bell rings.

Supervising Tests

While there is no formal honor system at East Carolina University, each student is expected to uphold the Honor Code of the University. The Honor Code, "You are on your honor not to cheat, steal or lie," does not imply that a student must report violations committed by another student. It is, therefore, the responsibility of each faculty member to make sure that each of his or her tests and examinations is adequately supervised.

Re-examinations

Only those graduating seniors (1) in the last semester (2) who are passing a course at the time an examination is given and (3) who fail the examination will be given only one re-examination on the course. No other re-examinations are to be given. A grade change resulting from a re-examination must be on file in the Registrar's Office one week after the original scheduled examination.

Student Teaching

Student teaching is recognized as the culminating aspect of one's professional preparation for teaching. Adequate facilities for the administration of this phase of the student's work are provided by East Carolina University under the supervision of the Director of Student Teaching, whose office is located in Room 151, Speight Building. The Director of Student Teaching works directly with the Dean, department chairpersons and the staff of the School of Education to provide a program of student teaching experiences for elementary education and special education majors. Other schools and departments of the University involved in teacher education programs have supervisors who work with the Director of Student Teaching in providing appropriate student teaching experiences for prospective secondary school and special subjects teachers. Through cooperation between the Director of Student Teaching and the Chairman of the Department of Speech, Language, and Auditory Pathology in the School of Allied Health and Social Professions, student teaching and intern experiences are also provided for Speech, Language, and Auditory Pathology majors.

Student teaching is done in the Greenville City Schools or in one of the other schools in the service area of the University which has been approved as a student teaching center.

Student teaching is done for at least ten consecutive weeks (usually the last ten) during the student teaching semester. During this period the entire day is spent in the student teaching center. Student teachers assigned to co-operating schools in excess of 30 miles from the campus are urged to establish residence in the community where the co-operating school is located.

Student teaching is done in the prospective teacher's major field only.

Application for admission to student teaching must be made to the appropriate departmental supervisor no later than the close of the registration period for the semester immediately preceding the student teaching semester. The Director must begin processing applications at least five months before the applicant expects to do student teaching. Elementary Education, Special Education, and Speech, Language and Auditory Pathology majors can obtain application blanks from departmental offices. Secondary majors may obtain applications in the offices of departmental supervisors of student teachers. These forms, when not otherwise available, may also be obtained directly from the office of the Director of Student Teaching.

Before admission to student teaching, the applicant must have attained classification as a senior in the University and have met all departmental prerequisites including admission to the Upper Division of Teacher Education. A transfer or graduate student will not be admitted to student teaching until he or she has completed at least one full semester at East Carolina University.

Music Education majors must have a grade point average of 2.0 overall and in their major field. Also, they must have earned at least a C in each course of their major methods sequence, MUSC 2227, 2247, and 3323 or MUSC 2237, 2257, and 3333. They must also have achieved a passing grade in SEED 3325.

Other Secondary Education and special subjects majors must have a grade point average of 2.0 overall and in their major field. Also, they must have earned at least a C in the major methods (3323) course, and must have passed Education (SEED) 3325 with the exception already indicated for Music Education.

All Elementary Education majors must have a grade point average of not less than 2.0 in all courses attempted at East Carolina University. They must have passed English (ENGL) 2710 and English (ENGL) 2750 and must have a grade of C or better in Speech (SPCH) 2001. Early Childhood Education majors must have earned at least a C in Education (ELEM) 2101, 3203, 4304.

Intermediate Education majors must have earned at least a C in Special Education (SPED) 3201, 3202, and 4301.

Majors in Speech, Language, and Auditory Pathology are provided student teaching experiences in the public schools of the area, or they may occasionally complete a practicum in a speech and hearing clinic recommended for that purpose by the Chairperson of the Department of Speech, Language, and Auditory Pathology in the School of Allied Health and Social Professions. Prospective student teachers in this field must have an overall 2.0 average in all work attempted at East Carolina University, and they must have earned at least a C in Education (ELEM) 2101, Special Education (SPED) 2101 and in Speech, Language, and Auditory Pathology (SLAP) 2000, 2001, 2200, 2400, 2401 (Lab), 3000, 3100, 3200, 4225, and 4226.

Each applicant must be in good standing according to the records of the Associate Dean for Student Affairs for Men or Women. Those with pending University disciplinary action or legal action will be accepted pending the outcome of the action. Applicants who have been arrested and convicted of violation of local, state, or federal drug laws, or of serious offenses involving moral turpitude will not be admitted. The nature of other offenses or conduct may cause an applicant's character and fitness for the teaching profession to be questioned. In that case the student may not be recommended for admission to student teaching by his or her department, or his or her application may be rejected by the Director of Student Teaching even though he or she meets all academic and professional prerequisites.

Prior to the beginning of the student teaching block, each prospective student teacher must present to the secretary of the Student Teaching Office evidence that graduation fees have been paid. This is necessary to assure that the names of all qualified students are appropriately entered on the graduation roster.

Each applicant must pass a medical examination and have a health certificate completed by a staff physician of the University Infirmary or by a family physician. Infirmary appointments for this purpose must be made in the Student Teaching Office. Any changes in the medical status of the applicant prior to the student teaching block should be reported to the Director of Student Teaching.

If a student teacher's health changes sufficiently to endanger the health of others in the student teaching center or to make his or her performance ineffective, he or she will be given a medical drop. The decision to initiate a medical drop will be based upon the combined judgment of the student teacher, the supervising teacher, the University supervisor, the Director of Student Teaching, and appropriate medical personnel.

Student teachers will not be permitted to take any course concurrently with student teaching. Exceptions to this policy may be made only in hardship cases upon written recommendation of the student's major adviser, the endorsement of the chairperson of his or her department, and the approval of the Director of Student Teaching on a form available in that office. However, under no circumstances will a student teacher be permitted to enroll for more than one 3-semester hour course that will overlap the student teaching block, and that course must meet in the evening or on Saturday morning. Students cannot hold full or part-time jobs concurrently with student teaching.

With the one exception described in the following paragraph, eight (8) semester hours must be earned in student teaching at East Carolina University to complete the requirements for the B.S. Degree.

Facilities are not provided for student teaching at the secondary level during the summer session. However, during the first term of the summer session, facilities for a limited number of experienced elementary teachers are provided in the Wahl-Coates Laboratory School. Prerequisites for admission to student teaching during the summer session are (1) completion of all academic prerequisites with the same quality point standing as regular students, (2) written recommendations by the University faculty adviser, (3) three years of successful teaching experience, and (4) written recommendation from the school official by whom the applicant is employed. The amount of credit given for student teaching during the short summer session may be limited to four (4) credit hours. While successful teaching experience may substitute for the remaining student teaching requirement, the student will be required to complete an additional four (4) credit hours in professional education to complete graduation requirements.

INSTRUCTIONAL FACILITIES

Use of University Property

Faculty members and other employees are not permitted to hold classes, workshops, or other such projects in University buildings or to use University equipment for private gain. All classes or instructional projects involving any collection of money are to be handled through the Business Office.

Faculty members should be concerned about the physical appearance of their classrooms. Report housekeeping laxness to the department chairperson, who in turn will report it to the Business Manager.

The majority of the academic buildings are under a special security system which prevents the issuance of outside door keys to faculty and staff as well as deans and departmental chairpersons. During the hours buildings are locked no one is authorized to be inside unless admitted by the campus police. Anyone admitted to the buildings by the police should advise them as to the approximate time that he or she will be inside. Those so admitted should not allow anyone else to enter and should make certain that the door is locked when they leave. It is further requested that special permission to enter the buildings be held to an absolute minimum. Valid I.D. cards must be presented to the police officer upon request.

No property or equipment in the custody of or belonging to East Carolina University is to be removed from the campus unless it is in direct conjunction with a University-sponsored function or program and at a predetermined and approved location. No property or equipment is to be taken home or to any other unapproved location for personal or official use. Written approval for such removal must be received from the Business Office, Vice Chancellor for Administration and Planning, Vice Chancellor for Academic Affairs, or, as appropriate, Vice Chancellor for Health Affairs.

Inventoried furniture and/or equipment should not be moved permanently from one location (building, department, room) to another until such moves have been reported on a Equipment/Furniture Removal Request Form. This form should also be used when an item on inventory is stolen or becomes obsolete due to wear or age. The Equipment/Furniture Removal Request is a three-part form and should be distributed as follows: original to Purchasing Department, Room 215, Spilman Building; second copy for departmental files; third copy to Purchasing Department only if the Maintenance Department is to move the equipment or funiture. Purchasing will forward the third copy to Maintenance requesting the move be made. Maintenance will not move inventoried furniture or equipment unless they receive the completed removal request. Equipment/Furniture Removal Requests may be obtained from Room 212, Spilman Building or by calling the Purchasing Department.

Maintenance and Operation of Buildings

Maintenance of buildings, except plumbing and electrical work, is under the immediate supervision of the Superintendents of Buildings and Grounds. Requests for repairs to buildings should be in the form of a memorandum sent through the campus mail service to the Superintendents of Buildings and Grounds or delivered to their offices in the Maintenance Shop.

The Plant Engineer, whose office is in the heating plant building, is responsible for heating the buildings and for the maintenance of plumbing, electrical and air-conditioning work. Requests concerning such matters should be in the form of a memorandum to the Plant Engineer.

Requests or reports concerning major alterations or renovations should be directed to the Vice Chancellor for Business Affairs.

In case of emergency the Superintendents of Buildings and Grounds and the Plant Engineer may usually be reached by telephone at the numbers shown in the directory.

IN CASE OF FIRE, take the following action immediately and in this order:

1. Sound the alarm by whatever means are available. Alert other people for safety and help.
2. Call Greenville Fire Department: 752-3116.
3. Regular work days: call Physical Plant Office: Ext. 6858.
4. Other times: call campus police: Ext. 6150. If no answer, call Greenville City Police (752-3141) and request that they radio message to campus police.

ALWAYS GIVE YOUR NAME AND EXACT LOCATION OF FIRE. REMEMBER, the first 30 seconds are the most crucial in fighting a fire; take every action possible to contain, control, and extinguish the fire.

As a member of the faculty or staff of East Carolina University it is your responsibility to familiarize yourself with all fire fighting equipment available in your area of operations. Be sure you know how and when to use it. Ask yourself: What type of fire alarm is available, where is it, and how do I use it? Where is the nearest telephone? What type of fire fighting equipment is there in the area, where is it, and how should I use it?

Use of Auditoriums

Reservations for the use of Wright Auditorium for programs at any time are to be made with the office of the Vice Chancellor for Academic Affairs. The other auditoriums (Rawl 130, Austin 132, Speight (Education/Psychology) 129, Flanagan 201 and 307, Library 222, Brewster (Social Studies) B102 and C103, Biology North 102 and 103 and Physics 301) are used as classrooms until 5 p.m., Monday through Friday, and are scheduled by the office of the Vice Chancellor for Academic Affairs for programs during the hours from 8 a.m. until 5 p.m. After 5 p.m., Monday through Friday, and on Saturday and Sunday, the auditoriums are available for all types of meetings and are scheduled by the office of the Administrative Assistant in Mendenhall Student Center. McGinnis Auditorium is used exclusively by the Department of Drama and Speech, Nursing 101 is used exclusively by the School of Nursing, and the Music Hall Auditorium is used exclusively by the School of Music. No one should plan to use any of the auditoriums until he or she has had his or her activity listed in the calendar located in Mendenhall Student Center.

A $15 deposit will be required for each date reserved by all University organizations except for administrative and departmental functions. No rehearsals or programs will be held unless a faculty adviser is present, and the group using an auditorium is responsible for seeing that there is no smoking and that food and drinks are not brought into the auditorium. No parties will be held in McGinnis Auditorium after productions there.

Any group that fails to abide by the rules and regulations governing the use of auditoriums will forfeit its deposit and be denied the privilege of using them.

The office of the Associate Dean of Student Affairs for Activities has been assigned the responsibility for handling all details related to the use of University facilities by off-campus organizations. Anyone contacting a faculty member, department head, or dean about such a matter is to be referred to that office. Prior to any agreement being reached for a group to use an auditorium or any other area, the dean or department head whose office is responsible for the site will be contacted by the Associate Dean to insure that neither a hardship nor a conflict with a University program will result if the outside group is permitted to use the facility.

It is not the prerogative of any official of the University to permit free use of state-owned facilities. Any non-University organization that uses any facilities must reimburse the University for actual costs involved. In order to determine actual costs, a list of services the University can provide and the charges for each has been prepared. Contracts will be signed by both the organization and the University prior to any non-University-sponsored activity being held on the campus.

JOYNER LIBRARY

Library Hours

Regular Sessions
Monday through Thursday-------------8:00 a.m. to 12:00 midnight
Friday------------------------------------8:00 a.m. to 9:00 p.m.
Saturday----------------------------------9:00 a.m. to 5:00 p.m.
Sunday-----------------------------2:00 p.m. to 12:00 midnight
Vacation hours----------------------Same as those of offices in
Spilman (Administration) Building
Monday through Friday 8:00 a.m. to 5:00 p.m.

Summer Sessions
Monday through Thursday-----------------8:00 a.m. to 11:00 p.m.
Friday-----------------------------------8:00 a.m. to 9:00 p.m.
Saturday---------------------------------9:00 a.m. to 5:00 p.m.
Sunday-----------------------------------2:00 p.m. to 11:00 p.m.

Circulation of Books and Periodicals

Upon request and presentation of a University ID, each faculty member is issued a library card with which all withdrawals are made. For convenience, individual cards may be left on file at the circulation desk. Faculty members may borrow books for longer than the three-to four week period permitted students, but they are requested not to keep material out any longer than necessary. Students may request recall of any book checked out to a faculty member for a period longer than the due date stamped on the card in the back of the book. Unbound periodicals, except the latest issue, may be taken out for short periods only. Bound periodicals do not circulate and are not usually checked out, but faculty members who have a reason for needing them outside the library will be given special consideration. All materials must be returned in April each year for inventory, but after they have been checked in by the library, they may be renewed if necessary.

Reserve Book Room

Faculty members should allow two weeks for the processing of books to be placed on reserve. Printed forms for listing such books may be obtained in the Reserve Book Room. Faculty members will be notified by intercampus mail as soon as the reserve books are ready and should wait until such notice before making assignments in them. Reserve books are listed by both course and instructor on the file in the Reserve Book Room. At the end of each semester, all books are removed from reserve unless instructions to the contrary are given to the Reserve Room staff.

Audio-Visual Materials

The Microform Collection contains approximately 550,000 pieces of microtext consisting of microfilm, microcard, microprint, microfiche and ultrafiche. The collection has complete files of the New York Times and other national newspapers as well as files of many North Carolina newspapers on microfilm. The collection subscribes to the American Antiquarian microprint project, and to the project for reproducing all books published in England before 1700. All microforms are used on special readers which are simple to operate. Reader-printers are available for making copies of microfilm and microfiche material at 10¢ per page.

The Audio-Visual Collection is in the process of development. This collection consists primarily of college-level materials designed for individual instruction. At present, the following formats with equipment are available: book/slides, cassette tapes, disc recordings, filmstrips and video cassettes. Hours for the audio-visual collection are Monday through Friday, 8 a.m.-5 p.m., although Microforms services the collection in the evenings and on weekends. At this time, hardware cannot be circulated outside the Library, and software is available only to faculty members for a short loan period. The Library has a contract with the North Carolina State Library for film service. Faculty interested in borrowing films may consult the film catalog at the reference desk and present requests to the librarian on duty.

Ordering Materials

Faculty and staff members are urged to order, through the Library Representative of their college, school or department, books, periodicals, audio-visual, and other materials to be placed in the Library. Requests should be routed through your faculty library representative. When a faculty member wishes an order rushed, the card should be marked RUSH. The Library normally cannot add textbooks to the collection since they do not count for accreditation purposes. Requests for more than one copy of a book will have to be justified.

Cataloging

Monographs covering a wide range of subject material are received in the Cataloging Department. The cataloger analyzes the content of monographs and presents it in such a way in the card catalog that any person who uses the Library is able to locate this material. Through the utilization of SOLINET, an on-line computer-based cataloging network, the time-consuming process of cataloging materials has become more efficient, therefore making new acquisitions available to users more quickly.

The main card catalog, which serves as a bibliographical index to the Library, is divided into three parts: author, title, and subject. Catalogs for special collections are located in the Reference Department, North Carolina Collection, Juvenile Collection, Music Library, and Manuscripts. Health Affairs Library materials are entered in the main Joyner catalog. Manuscripts materials are listed only in the Manuscripts Catalog.

Serials holdings for Joyner Library, Music Library, and the Health Affairs Library are available in book form in the computer-produced Serials Catalog (Reference and Serials Department). Microfiche copies of the Serials Catalog are available in the public service areas and stacks.

Government Documents

Joyner Library is an officially designated depository for selected United States government publications. For information about these, inquire of the Documents Librarian, who also is responsible for the U. N. Documents Collection.

Interlibrary Loan Service

Joyner Library attempts through interlibrary loan privileges to obtain important material needed by members of the faculty and graduate students for their research. These loans are, of course, restricted by the rules of the lending libraries and the "National Interlibrary Loan Code of 1968."

An interlibrary loan request form, which may be obtained from the reference desk, must be filled out for each title. Complete bibliographical information with a reference to the sources of citation is required. Before leaving the request card, faculty members should consult with the Interlibrary Loan Librarian about procedure and the availability of the materials. When the material arrives, the borrower is notified by mail.

Interlibrary loan service is suspended during Christmas vacation and during the breaks between spring term and summer school and between summer school and fall session.

U.N.C. Cooperative Lending Agreement

Faculty, staff, and graduate students may obtain a U.N.C. Cooperative Library Privilege Card from a reference librarian which entitles them to use the library resources of the other fifteen units of the U.N.C University system on the same basis that undergraduates in each unit may use such resources.

Instructional Services

The Library has an instructional services team that offers classes in library tools. These classes are available upon request of any faculty member to the Reference Department. The classes are designed to acquaint students with materials that would be helpful in doing research papers in both general and specific subject areas. The Library also provides an orientation service for faculty who wish to familiarize themselves with the bibliographic apparatus supporting their field in Joyner Library.

North Carolina Collection

The North Carolina Collection is a depository for North Carolina State Documents and a collection of books about North Carolina.

The North Carolina Librarian is on duty from 8 a.m. - 5 p.m., Monday - Friday.

Manuscript Collection

The Manuscript Collection, which contains unpublished documentary materials, is open 8 a.m. - 5 p.m., Monday through Friday. Manuscripts may not be removed from the Collection Search room, but Xerox reproduction is permitted.

Music Library

The Music Library, located in Room 110 in the Fletcher Music Building, is a branch of Joyner Library. The music collection includes scores, books, periodicals, microforms, and audio material. Audio material does not circulate; however, listening facilities are available. This collection, staffed by a Music Librarian, provides library resources and services to support the University's graduate and undergraduate programs in music. The Music Library can also be utilized by the whole ECU academic community. Music Library hours are 8 a.m. - 10 p.m., Monday through Thursday; 8 a.m. - 5 p.m., Friday; 9 a.m. - 5 p.m., Saturday; and 2 p.m. - 10 p.m., Sunday. Summer hours are 8 a.m. - 5 p.m., Monday through Friday.

Other Collections

The Library also has an ECU Collection, a Juvenile Collection, a Curriculum Materials Collection, college catalogs on microfiche, and a collection of telephone directories.

THE HEALTH AFFAIRS LIBRARY

The Health Affairs Library is the primary resource facility for the Division of Health Affairs. In addition to the usual library services computerized search services (MEDLINE, DIALOG, SDC) and non-print media are available.

The Director of the Health Affairs Library is responsible for the administration of library services for all Division programs. Policies for the library are formulated by the Director based on input from library staff, Division faculty, and students.

Library Hours

Monday through Thursday-------------------8:00 a.m. to 12 midnight
Friday-------------------------------------8:00 a.m. to 9:00 p.m.
Saturday-----------------------------------9:00 a.m. to 9:00 p.m.
Sunday-------------------------------------12 noon to 12 midnight

Circulation

Faculty operate under the following regulations.

Books: Loaned until the last day of the term in which they are borrowed unless requested by another user; renewal possible.

Journals: Available for one-week loan one month after the date received; renewal possible.

Reserve

Faculty members are requested to place on reserve any books which appear on recommended reading lists. Request for materials to be placed on reserve should be submitted prior to making assignments. Books on reserve are listed by course and by author. A book placed on reserve for a course will be placed on reserve each semester that course is taught. The Library should be notified promptly when reading lists are revised.

Audio-Visual Materials

The Health Affairs Library catalogs all non-print media purchased in the Division. All such materials are listed in the card catalog. In addition to the in-house media the Library maintains a file of catalogs of material available from other sources.

Ordering

Faculty and students are encouraged to request materials. Forms are available from the Health Affairs Library on which requests may be submitted. Faculty orders are processed promptly upon receipt. The name of the faculty member submitting a request should appear on all request forms.

Interlibrary Loan

Library materials not available on campus may be requested through interlibrary loan. Interlibrary loan request cards are available from the circulation desk. All information requested on these cards should be supplied for prompt service. When incomplete information is given, the staff will attempt to secure the items requested, but the time required to receive the material may be considerable.

EVALUATION OF STUDENTS

Student Information Services

The complete folders of all students are housed in the Registrar's (Central Records) Office in the Whichard Building. Faculty members may come in and study these records whenever they so desire. Students may also consult their own records. Such folders include evaluative materials which afford valuable indices to the student's behavior and probable future development.

In addition, the University is equipped to do extensive testing of individual students where the situation warrants it.

Student Counseling

Faculty members should assume responsibility for much of the personal counseling of students to the extent of their competency and the time and facilities available to them. (See Part III, Academic Information: Academic Counseling.) At times, however, it will be advisable for faculty members to refer students to other persons and agencies for more intensive study and assistance. For example, students with poor study habits, low reading skills, confused vocational objectives, and persistent personal problems should be sent to the Counseling Center for referral to one of the student-service agencies where more direct assistance may be provided. Personal counseling is also offered by the Associate Deans for Student Affairs for Men and for Women.

PART IV

PERSONNEL POLICIES

EMPLOYMENT POLICIES

It is a policy of the University throughout the campus and all its branches, divisions, departments, facilities, and activities that firm and positive steps be taken by all supervisory and management personnel to prevent any discriminatory employment practices; and that affirmative action will be taken to insure that applicants for employment will be considered and employed based upon actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration will be administered on a non-discriminatory basis without regard to race, sex, age, creed, religion, national origin or physical disability.

The University Personnel Department has responsibility for the employment of all personnel who are subject to the State Personnel Act and paid from either state, federal, or private funds. All commitments for the employment of non-faculty personnel must be approved in advance by the University Personnel Department.

According to State law, all non-faculty positions will be classified into specific job categories. It will be the responsibility of the University Personnel Department to determine job classification contingent upon approval by the Office of State Personnel. The amount of funds budgeted or allocated for a position does not determine classification of the job nor the salary that a person may receive. The classification will be based upon duties and responsibilities, and the salary will be based upon the qualifications of the applicant. The University cannot make a salary commitment until the position has been classified and approval given by the Office of State Personnel to employ someone. Any request to establish a new position should be submitted to the University Personnel Department at least six weeks prior to the proposed effective date. This will allow processing time for meeting a State requirement that it arrive at the Office of State Personnel 30 days prior to the effective date.

APPOINTMENT

See Appendix C, Personnel Policy and Procedure for the Faculty.

RANKS

The University faculty consists of all members of the teaching staff with the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and administrative officers as designated by their teaching ranks or by the Board of Trustees.

Teaching Fellows are not formal members of the University faculty.

PROMOTION

See Appendix C.

TENURE

See Appendix D, Tenure Policies and Regulations.

LEAVE OF ABSENCE

Leaves of absence for one or more semesters without salary may be arranged with faculty members on tenure for the purpose of advanced study, research, or public service without prejudice to future promotions in rank, provided the period of absence is reasonable and does not work undue hardship upon the University. Requests for maternity leave for one or more semesters shall be routinely approved.

Requests for leave of absence must be made in writing and will accompany the personnel action (yellow) form.

Leaves of absence without compensation normally should be for not more than two academic years or occur more often than once in three years. For faculty members who do not have tenure, a period of leave would not count as a part of the probationary period. It is impossible to judge the individual's readiness for tenure while he is on leave. Thus the tenure decision will be postponed for a period equal to the length of the leave. The final responsibility of recommending to the Board of Trustees those to be granted leaves will rest with the administration. In granting leaves, evidence that they will produce present useful results or increased future effectiveness will be considered.

Leaves are often granted under circumstances that place an ethical obligation on their recipient to return. If the leave is accepted under an agreement to return, this agreement should be honored. Even when there is no obligation to return, the faculty member on leave should observe the same rules regarding adequate notice of resignation as found in the current Faculty Manual of East Carolina University.

The returning faculty member's pay will begin at the semester in which he or she resumes work. The contract between faculty members on leave and the University will be resumed. Raises and promotions awarded during the period on leave will be placed into effect at that time. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the University.

RESIGNATIONS AND REAPPOINTMENT

See Appendix D.

RETIREMENT

All full-time employees of the University with a permanent appointment who were under sixty-two years of age when initially employed must participate in the North Carolina Teachers' and State Employees' Retirement System, with the exception that employees who hold faculty rank of instructor or above are eligible to choose between the North Carolina Teachers' and State Employees' Retirement System (TSERS) or an optional program with Teachers' Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). All employees should visit the University Personnel Department to be enrolled in the retirement system when first employed or when given a permanent appointment. Once the eligible employee has made a choice and enrolled in the system he or she selects, the decision will be irrevocable. It is not possible to change from one program to the other during employment in an eligible position. All members of TSERS or TIAA-CREF will contribute 6% of their earnings, including summer session salaries.

For those who teach a regular nine-month school term (September through May), one year of creditable service is allowed for retirement purposes if an active member of TSERS.

It is expected that employees will retire on July 1 following their sixty-fifth birthday unless, because of special circumstances, they are requested to continue beyond that age. The employee in TSERS should apply for retirement benefits at least thirty days but not more than ninety days prior to the effective date. Arrangements for retirement should be made at the University Personnel Department. For those in TIAA-CREF, individual guidance from the TIAA-CREF representatives is always available. A few months before retirement age, TIAA-CREF will send the employee information and specific figures for options in regard to retirement benefits.

Additional information about the two retirement systems is given below:

TSERS: The University is required to contribute 9.12 percent of all employee salaries that are subject to retirement deductions. A part of this percentage is for accrued liability incurred by the State for those who were employed prior to July 1, 1941, when TSERS was established.

Some of the key points for eligibility of certain benefits are as follows:

1. If permanent disability occurs after five years of creditable service, the employee may be retired with a monthly benefit. This allowance is calculated as a service retirement and based on the years of service the employee would have had at age sixty-five.

2. The employee acquires vested rights after five years of creditable service that will permit the monthly benefit available at age sixty.

3. After age fifty-five or after thirty years of creditable service, should the employee die in service, the beneficiary designated by the employee to receive a return of the accumulated contributions plus interest may choose to receive instead a monthly benefit for life. This same benefit is also available to the beneficiary of any member who upon death was eligible for early retirement. In the event of death prior to meeting all conditions for the Survivor's Alternate Benefit, the designated beneficiary would receive a lump sum payment of all contributions made by the employee plus allowable interest.

4. An early retirement allowance at a reduced rate is permitted after age fifty with twenty or more years of creditable service.

5. Eligibility for retirement at a reduced rate is permitted at age sixty regardless of years of creditable service.

6. Unreduced retirement benefits are provided for any member who has completed 30 years of creditable service regardless of age; benefits are unreduced for any member who has reached sixty-five years of age regardless of years of creditable service.

7. After one year of creditable service, should the employee die in service prior to age sixty-five, his or her designated beneficiary would be paid a death benefit equal to the compensation earned by the employee in the calendar year preceding the year in which the employee died, not to exceed $15,000. This benefit is over and above any other retirement benefit to which the employee's beneficiary may be entitled.

Employees should maintain a current record of designation of beneficiary with the TSERS. Any changes regarding the designated beneficiary may be made at the University Personnel Department.

In the event the employee terminates his services with the University without qualifying for retirement benefits, he or she may withdraw the portion of accumulated retirement contributions plus allowable interest or may leave the accumulated contributions on deposit with TSERS. After a refund has been made, the employee forfeits all credit for years of service earned during past employment.

TIAA-CREF: The University will contribute 6.0% on all earnings paid the employee considered subject to state retirement. Both the employee's contribution plus the University's matching portion will be placed on deposit with TIAA-CREF. Funds will be distributed between the TIAA and CREF as requested by the employee at the time he or she is enrolled. Some of the key points of the optional program with TIAA-CREF are as follows:

1. In TIAA, premiums are invested almost exclusively in fixed-dollar obligations--bonds and mortgages--to make sure participants will receive a guaranteed future retirement income that does not vary except for individuals. In CREF, premiums buy "accumulation units" (like shares of ownership) in a broadly diversified common stock fund. At retirement the accumulation units are converted to "annuity units" and an unchanging number of these units are "paid out" to the retiree for as long as he or she lives. The dollar amount changes from year to year, reflecting primarily changes in the market prices and dividends of CREF's common stock investments.

2. Ownership of TIAA-CREF is immediately and fully vested in the employee. The annuities do not provide for loan or cash surrender. If the employee leaves the University within five years of the date he or she began participation in the Optional Retirement Program and commences employment with an employer that does not participate in a TIAA-CREF retirement plan, the contract shall be repurchased, thus cancelling the annuities. The accumulation (less the applicable repurchase charge) is paid in a single sum, with the funds being distributed between the employee and

the University on a pro-rata basis. If the employee has completed five years of participation in the Optional Retirement Program upon termination of service, the annuities are not eligible for repurchase.

3. TIAA-CREF contracts do not contain a disability benefits provision. A disabled participant may wish to start annuity income payments with the amount of income depending upon the same factors that determine the amount of income if benefits began under normal circumstances.

4. In the event of death of the employee, the full current value of the TIAA-CREF contract, including the portion bought by the employers, is paid as an income to the designated beneficiary. There is no additional death benefit provision under TIAA-CREF.

5. There are several options provided by TIAA-CREF to the employee at retirement time and all but one provide income for the beneficiary in the event of a retiree's early death.

Additional information regarding the two retirement programs is available from the University Personnel Department.

ORIENTATION OF NEW FACULTY

During the opening week of school, new faculty attend an announced meeting for the purpose of acquainting them with the Chancellor and key administrative personnel and their responsibilities, and with the relationship between faculty and administration.

After this meeting, orientation of new faculty is continued throughout the year by deans and chairpersons who assist the faculty in becoming acquainted with the practices and procedures of the University.

SALARY POLICIES

Salary Payments

Annual salaries of faculty and staff are paid in twelve (12) monthly payments. Checks are distributed to each department by special messenger in the morning on the last day of each calendar month. If and when the last day of a month falls on a non-work day for the Business Office, then distribution of checks will be made on the last work day prior to the last of the month. Arrangements may also be made with the Payroll Office to have checks deposited in a local bank to the account of the faculty or staff member. Salaries for summer term teaching are paid at the close of each term. The schedule for salary payments is prescribed by the State Department of Administration in Raleigh and employees should not expect any departure from it.

Withholding Tax

Federal. Federal income tax is withheld on the basis of information furnished the Payroll Office on U.S. Treasury Department Form W-4. It is the responsibility of the employee to furnish the Payroll Office with a revised Form W-4 if the number of his withholding exemptions is changed due to deaths, birth, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions.

In January of each year, each employee will receive from the Payroll Office a receipt (U.S. Treasury Department Form W-2) for income tax withheld for the previous calendar year.

State. State income tax is withheld on the basis of information furnished the Payroll Office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the Payroll Office with a revised Form NC-4 if the number of his or her withholding exemptions is changed due to deaths, births, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.

In January of each year, each employee will receive from the Payroll Office a receipt (N.C. Department of Revenue Form NC-2) for income tax withheld for the previous calendar year.

WELFARE AND BENEFITS

Emergencies and Unusual Occurrences

Faculty members are required to report to the administration any hazards to safety and any accidents or other unusual occurrences or emergencies that may be of general concern.

Workmen's Compensation

All employees of the University are covered by Workmen's Compensation in case of personal injury incurred in the course of their employment. It is the responsibility of the employee to report all injuries to his or her department head and to the University Personnel Department without delay. The University Personnel Department will investigate and file all claims with the N.C. Industrial Commission.

The University is considered a self-insured employer and will be responsible for all claims as approved by the N.C. Industrial Commission. The employee should not pay for drugs and treatment received or charge it against personal hospitalization insurance coverage. Although the University will pay for prescribed drugs, physician's fees, and hospital charges as approved, there will be a waiting period of seven calendar days from date of injury before any weekly Workmen's Compensation can begin for loss of work. When weekly compensation is paid in compliance with the law, it is limited to 60% of weekly earnings, but shall not be less than $20 nor more than $56 per week.

Social Security

All University employees with the exception of students are subject to the provisions of the Federal Social Security Act that requires a percentage contribution subject to the current Social Security law. This is a separate contribution from the State retirement that cannot be withdrawn. The amount paid by the employee will be matched by the University. All State-owned agencies and institutions are considered one employer under the Social Security law; therefore, if the employee receives earnings from more than one agency or institution within the calendar year it should be brought to the attention of the University Payroll Department.

Social Security benefits may be claimed at the age of 62 that will be lower than the maximum benefit claimed at age 65. Retirement benefits under the Social Security law will be based on average earnings beginning with 1937, or beginning with 1951, whichever will allow the higher benefit.

There is also provided a broad program of health insurance called Medicare for people 65 years of age and over. One part of Medicare is hospital insurance, which helps pay for hospital care and certain follow-up services. The other part is voluntary medical insurance, which helps pay physician's fees and other medical bills.

More detailed information may be obtained from the local Social Security Administration Office.

Retirement

See Retirement, page 55.

Vacation and Sick Leave

All full-time permanent employees who are subject to the State Personnel Act (SPA) and who work one-half or more the regularly scheduled workdays in any month shall earn vacation and sick leave for one full month. Part-time, permanent SPA employees who are employed on a continuing basis for a fixed number of hours each week in a permanent budgeted position for as much as half-time shall earn vacation and sick leave on a prorata basis if work is performed for one-half or more of the scheduled workdays in a month.

Some administrative personnel who are exempt from the State Personnel Act (EPA) may also earn vacation and sick leave under the same leave policy as applied to SPA employees. This is limited to certain full-time administrative and professional personnel, such as the Chancellor, vice chancellors, deans and their associates. The amount of leave that may be earned each month and the conditions for its use is described in the ECU Employees Handbook and the East Carolina University Personnel Policy and Procedures Manual.

Personnel with faculty rank who have twelve-month employment contracts may earn leave as authorized by the vice chancellors and Chancellor but under a different leave policy from that provided for SPA employees. Teaching faculty who have a nine-month employment contract do not earn any vacation or sick leave.

Hospitalization

Hospitalization insurance is provided for full-time or half-time permanent employees through a statewide group plan with Blue Cross and Blue Shield. The University will pay the employee's premium for those who have a full-time permanent appointment. However, half-time permanent employees must pay their entire premium through payroll deduction if they wish to be covered. All eligible employees may also insure their dependents by payment of premium through payroll deduction. The employee may enroll or make changes in coverage by visiting the Personnel Department.

The new employee may gain coverage on the first of the month following the date he or she begins work or on the first of any succeeding month. If enrolled when first eligible for coverage, there is no waiting period for basic coverage; however, there is a waiting period of 270 days for maternity benefits.

If the employee terminates employment with the last workday occurring during the first half of the month, hospitalization coverage will cease at the end of that same month. If the employee works as many as half or more of the workdays of a month that termination of employment occurs, hospitalization coverage may be extended through the following month. Employees on approved leave of absence without pay may continue their hospitalization coverage up to one year provided the entire premium is paid in advance by the employee to the Personnel Department.

Life Insurance

A low-cost group life insurance plan is in effect for faculty and staff members. All new full-time faculty members will be automatically enrolled in the plan, unless stated in writing to the University Personnel Department not later than the first of the month following the date they report for work that they do not wish to be enrolled. Once automatic enrollment has occurred, the faculty member will be required to remain in the plan for 90 days, after which time the individual may withdraw provided a written request is made to the University Personnel Department not later than the first of the month the insurance is to be cancelled.

Those presently employed may voluntarily enroll in the plan by visiting the University Personnel Department to complete an application.

This is decreasing term insurance with substantially higher protection during the earlier years and lesser amounts of coverage as age increases and need normally diminishes. Special features include waiver of premium in the event of total disability prior to age 60 and dependent protection at nominal cost.

Disability Salary Continuation Plan

Full-time permanent employees are automatically covered by the Disability Salary Continuation Plan which is provided at no cost to the employee. The University makes all the necessary contributions on behalf of the employee to provide the benefits. Some of the key points on benefits are as follows:

1. **The employee must have one year of service to qualify for benefits under the plan.**

2. **An eligible employee may apply for benefits after the period of disability has lasted 90 days. Application for benefits should be made as soon as possible after the 90-day disability period and the claim must be submitted before another 90 days elapse.**

3. The monthly benefit will be equal to 60% of the basic monthly salary, up to a maximum of $1,000 per month. Benefits are coordinated with benefits which a disabled employee may be elibible to receive from other plans. This provides 60% of a disabled employee's basic monthly salary including the benefit which that employee may be eligible to receive from Social Security, Workmen's Compensation and statutory disability plans, Teachers' and State Employees' Retirement System, other retirement systems supported by any employer, other insurance plans to which the state or University contributes, and wages or other income paid by public or private employers.

Employees apply for benefits through the University Personnel Department. When the employee terminates his employment with the University or the State, membership in the plan automatically terminates.

Additional information regarding the Disability Salary Continuation Plan is available from the University Personnel Department.

TIAA Disability Income Plan

This is a disability income plan offered by the Teachers Insurance and Annuity Association (TIAA) only to employees with academic rank who are members of the Optional Retirement Program with TIAA-CREF. The employee may subscribe voluntarily and make payment of the premium through payroll deduction. The computation of premium will be based upon total monthly compensation used for deduction of TIAA-CREF retirement contributions to include summer school pay.

The monthly income benefit will be 60% of the first $1,500 of covered monthly salary, plus 40% of covered monthly salary in excess of $1,500, but not to exceed $2,000 monthly. The above monthly benefit will be coordinated with any benefits payable from Social Security, Workmen's Compensation, or any disability benefits payable under any retirement or insurance plan financially supported by the University. However, regardless of any other benefits, in no event will the monthly income benefit payable by TIAA be less than $50. It is important to note that there is a three-month waiting period before benefits may begin and that benefits may not be paid beyond 65 years of age.

Income Protection Plan

The University offers to all full-time permanent employees a sickness and accident insurance plan from the Traveler's Insurance Company that will pay a specific amount when there is total disability. This insurance is subscribed to voluntarily with payment of premium through payroll deduction.

The premium cost will be based upon age when enrolled, initial waiting period upon disability, and the unit of insurance purchased. More specific details may be acquired from the Personnel Department.

Tax Deferred Annuity

Section 403(b) of the United States Internal Revenue Code provides that the employees of East Carolina University may contractually reduce their current compensation for the purchase of an annuity. This enables an employee to make monthly contributions of a fixed amount, through payroll deduction, to a company of their choice that is exempt from Federal withholding taxes until the annuity benefits are paid. Employees interested in the annuity plan should contact the University Personnel Department for a Form P-71 titled Employee Salary Reduction Request for Tax Deferred Annuity. Form P-71 should be completed and returned to the University Personnel Department at least 30 days prior to the effective date of payroll deduction.

N.C. Public Employee Deferred Compensation Plan

The N.C. State Legislature approved in 1971 the establishment of a deferred compensation for state employees whereby a portion of earnings could be deferred by investment in the plan that would result in a deferment of Federal and State taxes. The plan is similar to and in some ways identical to the benefit available under Internal Revenue Code 403(b) that has been available to university employees for several years. If any employee is interested in the plan, he or she should contact the Personnel Department for additional information.

U.S. Savings Bonds

Government bonds may be purchased through the payroll savings plan by employees who are paid monthly. Applications may be acquired from the University Personnel Department.

Unemployment Compensation Benefits

All University employees except student help are insured against loss of work when it occurs due to lack of work. The Personnel Department will issue to the employee upon termination of employment a Separation Notice that may be used to file a claim at the North Carolina Employment Security Commission for any benefits due under the law.

Unemployment insurance is for unemployed workers who are qualified, ready and willing to work, and who are actively trying to find work. It is not for persons who are unwilling or unable to work, or for those who are on vacation or those who are ill.

Travel Expenses

I. Statutory Provisions Governing Travel and Expense Allowances.

Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed by a non-state source.

All travel is contingent upon the availability of funds in the proper budget subheads.

A. Travel on official business by employees of East Carolina University shall be reimbursed at the following rates as set forth by legislation.

1. For transportation by privately owned automobile, the employee will receive 15¢ per mile and actual cost of road, bridge, and ferry tolls paid.

2. For transportation by airline, bus, railroad, actual tourist class fare will be allowed. Receipt for charges must be attached to reimbursement form.

3. The use of a rental automobile will be authorized only when it is the most economical method of available travel or it is the only feasible method of available transportation. Approval for rental must be obtained in advance. Receipt is required for reimbursement.

4. Except as otherwise provided by specific law, each state officer and employee authorized to receive reimbursement from the State treasury for travel and other expenses incurred incident to the performance of official duties shall be reimbursed for such expenses only as follows:

   a. 24-hour period

      1. Rate of allowance. In lieu of actual expenses the allowance for subsistence is $23.00 for a 24-hour period when traveling within the State and $35.00 for a 24-hour period when traveling outside the State.

   b. Less than 24-hour period

      1. Lodging. In lieu of actual expenses the allowance for lodging is $13.00 in-State and $22.00 outside the State. The allowance ($13.00 or $22.00) can be claimed even if the actual hotel bill is less.

      2. Meals. In lieu of actual expenses, reimbursement for meals shall not exceed $10.00 for three meals when traveling in-State and not to exceed $13.00 for three meals when traveling outside the State. Following is a table of rates for maximum meal allowances:

	In-State	Out-of-State
Breakfast	$ 2.25	$ 2.75
Lunch	2.75	3.50
Dinner	5.00	6.75
	$10.00	$13.00

An employee may request reimbursement for actual expenses if they are less than the rates in this table.

      3. Before and after hours. If an employee is not involved in overnight travel, there will normally be no reimburse-

71

ment for morning or evening meals. If, however, unusual circumstances require an employee to leave his duty station before 6:00 a.m. and return after 8:00 p.m. the cost for the morning and/or evening meal incurred may be reimbursed if justifiable.

c. No subsistence expense is reimbursable within 10 miles of the employee's duty station.

d. Receipts for hotel charges must be attached to the employee's expense account.

e. Tips are allowed for handling of baggage when arriving at or departing from the place of lodging. These tips must be itemized under other expenses.

Tips for handling baggage at common carrier terminals are allowed and must be itemized under other expenses. These tips are not counted toward the authorized subsistence maximums.

Tips for room service, valet, and other hotel services are not reimbursable.

f. Excess subsistence authorization--When it is anticipated that, due to extraordinary circumstances, the daily cost of total subsistence will exceed the established maximum, a request for reimbursement for this excess outlining in detail the extraordinary circumstances may be attached to the Petition to Travel. The request should be made two weeks in advance to permit a reply from the Office of State Budget before commencement of the travel.

5. The state regularly allows reimbursement for registration fees not in excess of $15.00. However, the state will consider requests for reimbursement over the maximum. Requests, accompanied by a copy of brochures, fee schedules, or other material listing the costs included in the fee, should be made on the Petition to Travel and submitted two weeks prior to commencement of the travel.

a. Any meals included in registration fees are not to be claimed in the daily meal allowances.

b. No authorization for registration will be granted unless full explanation is given on the request form. Requests should, if possible, indicate the portions of the fee which will be used for: 1) general conference expenses, 2) banquets, meals, and refreshments, 3) tours and other entertainment. A copy of the brochures, fee schedules, or other material listing the amount and various elements of cost included in the registration fee should be attached to the request.

c. Receipts must be attached to the reimbursement form.

II. State Policies Regarding Travel

A. Authorization Procedure

All travel must have written authorization. Two copies (three when requesting a state vehicle) of the Petition to Travel should be received in the office of the appropriate Vice Chancellor at least one week in advance of the travel for in-state travel, two weeks in advance for out-of-state travel, and three weeks in advance for travel outside the continental United States. Full documentation and explanation are required for all travel out-of-state.

B. Transportation

1. State cars

a. When feasible, a state car should be used instead of a private car.

b. State cars may not be used for private purposes. General Statute 14-247 reads, "It shall be unlawful for any officer, agent, or employee of the State of North Carolina . . . to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the State. . . ."

c. Travel to conventions or other places where three to five people are traveling together should be by state-owned car rather than by public conveyance where the distance is 300 miles or less.

d. Any fines imposed for any violation which was under the control of the driver shall be the responsibility of the driver.

e. Arrangements for gas, oil, servicing, etc., should be made with the Division of Continuing Education, East Carolina University.

f. Hitchhikers are not permitted to ride in state-owned vehicles. Wives or husbands of state employees may accompany them in state cars, if ample space is available and all travel is strictly for official state business. Children of state employees may not be passengers in state cars driven by the employee.

g. Parking and storage fees, tolls, and required repairs to state-owned vehicles will be reimbursed provided necessary receipts are obtained.

h. At the employee's destination, state cars may be used prudently for travel to obtain meals, but not for entertainment while off-duty.

C. Private cars

1. State employees may use their private cars at a reimbursement rate of 15¢ per mile if:

73

a. A state car is not available and air coach is more expensive or not feasible.

b. Such use is to the state's advantage. Reimbursement is limited to direct road map mileage between the stops on the employee's itinerary.

2. State employees on state business may use their private cars for personal convenience at the rate of 11¢ per mile or air coach rate, whichever is less, with subsistence expense being reimbursable only for the period required for airplane travel.

3. Mileage rates include all charges incurred of any nature except tolls.

4. Reimbursement may not be made for commuting between an employee's home and his or her duty station.

5. Generally, reimbursement of expense for airport parking is limited to 48 hours with receipt required for any charges exceeding one dollar. Reimbursement can be claimed for two round trips to the airport or one round trip and parking. However, the reimbursable parking charge cannot exceed the cost of the second round trip.

D. Taxis and limousines

The actual cost of taxi and limousine fares is reimbursable when required for travel on state business. Taxi fares are not reimbursable for inter-city transportation, except in emergencies when no less expensive mode of transportation will be available within a reasonable period.

E. Rental cars

Use of a rental automobile will be authorized only when it is the most economical method of available travel or it is the only feasible method of transportation.

Supplies, Equipment, and Contractual Services

The University Purchasing Department has the responsibility for making all purchase contracts for the University (rental or purchase of real property excepted). This authority covers all supplies, materials, equipment, and outside services as required by the University and any of its schools, departments, agencies, or divisions thereof.

Purchases are initiated by submittal of a purchase requisition to the Purchasing Department by departmental chairpersons, deans or agency heads via the following for approval:

Academic Departments (other than Health Affairs)--to the Vice Chancellor for Academic Affairs

Health Affairs--to the Vice Chancellor for Health Affairs

Grants--to Director of Sponsored Programs

All other agencies--to the Vice Chancellor for Business Affairs

The purchase requisition should be filled out completely and accurately. If the exact cost of goods or services is not known, an estimated cost should be indicated. Special requests for technical, scientific, or medical equipment should be properly identified with the required specifications and justification. Most routine supplies and equipment are purchased on "term contracts" from established sources of supply at fixed prices. In most cases, items which are not available from term contracts or established sources will be competitively bid. Each agency or department should plan its requirements well in advance to allow adequate time for processing of the order and delivery of the merchandise.

Upon receipt of the materials or services the Purchasing Department will forward an invoice in duplicate to the agency head for approval. Approval indicates that the materials or services have been received in good order, and one copy of the approved invoice should be promptly returned to the Purchasing Department. If the materials or services have not been received in good order, the Purchasing Department should be notified immediately.

The University maintains central stores for certain repeated use items or services as follows:

Office Supplies: Routine requests for office supplies should be initiated by means of a requisition to Central Supply. Listings of items stocked by Central Supply are available upon request.

Printing: Requirements for printing should be initiated on a Print Shop Requisition. If for some reason the Print Shop cannot fulfill a particular requirement, it will be forwarded to the Purchasing Department for further processing.

Office Machines Repair: Requests for office machine repair should be made to the Office Machines Repair Shop. Should the Repair Shop be unable to make the necessary repairs, the request will be forwarded to the Purchasing Department and outside service will be requested.

Housekeeping and Hardware Supplies: Requirements for miscellaneous housekeeping and hardware supplies are acquired by means of a Central Supply Requisition forwarded to the University Warehouse. Listings of items stocked by the Warehouse are available upon request.

The aforementioned policies, procedures and information are summarized; reference should be made to the *University Purchasing Manual* for complete and detailed procurement policies and procedures. Purchases or contracts not made in accordance with policy and procedure will be the personal responsibility of the individual, as the University will not assume any financial responsibility.

Collection of Money

No individual or department of the University may collect any money without being authorized to do so by the Business Office, and reports of all such collections, when authorized, shall be made on forms provided by the Business Office. All money collected shall be turned, in full, into the Business Office promptly for deposit. All disbursements are to be made by check drawn by the Business Office.

The foregoing regulation by the Board of Trustees applies to University funds and does not apply to civic and charitable fund campaigns.

Collections of funds for special instructional materials, such as magazines, should be made by a properly designated student and not a faculty member.

Vehicle Registration

All private motor vehicles driven or parked on the University campus by employees must be registered with the University Traffic Office. Students, faculty, and staff are required to pay an annual traffic and parking fee for each car when registering vehicles. Employees are permitted to park only in designated places reserved for staff members. Traffic fines are levied upon those who violate the rules and regulations outlined for driving and parking on the University campus. Please observe all signs and drive carefully. Towing regulations are enforced on campus.

Automobile License

The length of time which a person may operate an automobile in North Carolina before he or she is required to purchase a North Carolina license plate varies according to the state in which the automobile was previously registered because of the fact that North Carolina has reciprocity agreements with most states. Newly employed faculty members coming from other states are advised to call the local office of the North Carolina State Highway Patrol in order to secure information on this matter and thus avoid payment of a penalty for non-compliance.

INSTITUTIONAL SERVICES AVAILABLE TO FACULTY

Admission to Athletic Contests

Admission of the faculty and members of their families to athletic contests is provided through any of the following means:

Football Season Tickets--One half price for all season tickets
Single Game--The same price as charged to public
Basketball Season Ticket--One half price for all season tickets
Single Game--The same price as charged to public

The ticket price for elementary and secondary school children is $1.00 per game.

Audio-Visual Services Center

The Audio-Visual Services Center in Whichard Annex, Extension 6807 or 6199, provides services to Division of Health Affairs units. Audio-Visuals of J. Y. Joyner Library provides services for Academic Affairs units. Individual units also provide services for their faculties.

Cafeteria

The University cafeteria is available for use by the faculty and staff. Meals are available at moderate prices for cash payment.

Central Ticket Office

The Central Ticket Office makes tickets available for programs and activities at the University other than athletic contests and Department of Drama theater productions. Examples of tickets available in the Central Ticket Office are: Artists Series, Popular Entertainment Series, Lecture Series, and Special Concerts. A limited number of tickets are available at reduced rates to faculty and staff members for most activities with the exception of the Artists Series. Tickets may be obtained by presenting Mendenhall Student Center membership cards at the Central Ticket Office, which is located in the Student Center. Tickets must be picked up in person. To gain admission to some programs, only the Mendenhall Student Center membership card will be required.

Computing Center

The Computing Center provides facilities for support of faculty research activities, including analytical and other software, and technical consultation, assistance, and documentation. The Computing Center publishes a monthly newsletter to which interested faculty may subscribe at no charge.

Continuing Education

In addition to organizing extension courses in almost all the professional and academic areas, the Division of Continuing Education renders assistance to the public schools through educational workshops, educational clinics in special fields, speakers for special occasions, assistance in educational surveys and curriculum studies, and consultation on special problems. Many professors feel that extension teaching and other field projects keep them in touch with problems as they are encountered by our graduates.

The Speakers Bureau, organized and administered through the Division of

Continuing Education, is an effort of East Carolina University to further meet its commitment of offering the talents of the University to the people of this region. The Bureau is made up of faculty and staff who represent a wide range of knowledge and experience, and who have expressed an interest and willingness to appear before groups to discuss topics in their areas of expertise.

The combined teaching load on campus and in Continuing Education for any faculty member must not exceed sixteen (16) semester hours of undergraduate instruction or its equivalent in graduate or combined graduate and undergraduate instruction. Three hours of graduate instruction is equivalent in load to five hours of undergraduate instruction.

Credit Union

University employees maintain a credit union with offices in Rawl Annex No. 1. It is organized under the regulations stipulated by the State of North Carolina. Membership is open to all full-time and all part-time permanent employees.

Faculty members are encouraged to save with and borrow from the Credit Union. Savings accounts, for the past few years, have yielded 6 percent semiannually. Insurance arrangements permit members to acquire, based on savings, up to $2,000 in life insurance at no cost to the member. Borrowers may negotiate low interest rate signature loans to $400, and secured loans to $10,000.

Mendenhall Student Center

Mendenhall Student Center is the social, cultural, recreational, and service center of the campus and is designed to serve the entire University family--students, faculty, and staff--insofar as it is practical. Along with other specific services, the Student Center is used as the "reception hall" of the campus, frequented not only by students, but also by guests, faculty and staff, and numerous groups on campus for special events.

Faculty and staff should understand the limitation necessary on allowing children to use the Student Center facilities unless accompanied by their parents.

HOURS: Mendenhall Student Center

Monday through Thursday --------------- 8:30 a.m.-11:00 p.m.
Friday --------------------------------- 8:30 a.m.-12:00 midnight
Saturday ------------------------------ 10:00 a.m.-12:00 midnight
Sunday -------------------------------- 1:00 p.m.-11:00 p.m.

Grants and Contracts

The Office of Sponsored Programs is the central agency at the University charged with the responsibility of coordinating the development and submission of applications for grants and contracts and the administration of funds awarded to the University. Faculty members seeking sources of funds for research, demonstration, and training programs should contact the Director of the Office of Sponsored Programs for information and assistance. The office maintains up-to-date guidelines, serves as liaison between the University and governmental agencies, and maintains a large collection of annual reports and other publications related to programs sponsored by private foundations.

All proposals must be submitted through the Office of Sponsored Programs. The Director approves all budgets and secures University approval for the submission, including official signatures. Completed proposals should be delivered to the Office of Sponsored Programs at least 10 work days before the deadline set by the sponsoring agency.

East Carolina University Research Council

The East Carolina University Research Council accepts grant proposals from faculty members for matching grants, for research projects requiring modest financing, and for publication costs.

Grant proposals should be submitted to the Dean of the Graduate School, who is Chairperson of the Research Council, in six copies at least one week before Council meetings. The Council meets two or three times yearly and announces its meeting times in the minutes of its previous meetings. No specific format is required for proposals, but they should include a succinct description of the research project, its significance, and a budget.

Additional information can be obtained from the Graduate School office.

Policy Statement Relative to the Protection of Rights of Human Beings as Research Subjects

I. Research involving human subjects supported by DHEW or other federal or private agencies

The following procedures shall be followed by all research supported by DHEW or other federal or private agencies in which humans are subjects:

1. Research shall be based on established scientific principles.
2. Research shall be supervised by qualified persons.
3. The planning of the research shall include careful assessment of possible risks to the health, safety, privacy and well-being of the subjects.
4. The research shall have an objective whose expected benefits must justify any foreseeable risks to subjects.
5. The general nature and requirements of the research and foreseeable risks, if any, shall be explained to the subject before the research is conducted.
6. The research shall be undertaken only after free and informed consent has been given by the subject, or his or her legal guardian.

7. The subject may withdraw from the research at any time without prejudice.

8. The research shall be undertaken only when the facilities and professional attention necessary for the subject's safety are available.

Any investigator seeking a new, continuation, or renewal research-training grant in support of research and investigation involving human beings must submit a draft of his proposal to the Director of Sponsored Programs at least 15 days prior to the deadline for receipt of application by the Public Health Service or other prospective grantor. The Director of Sponsored Programs, who is a member of the University Policy and Review Committee on Human Research, will present the proposal to the Committee for its review and secure the necessary statement of assurance to accompany the proposal.

II. Research involving human subjects not sponsored by Public Health Service or other federal or private agencies

The chief administrator (dean, chairperson, director) of each academic unit of the University shall be responsible for sponsored or non-sponsored research conducted by his or her faculty and students. Administrators may refer to the Committee questionable proposals to conduct non-sponsored research that involves human subjects. The following procedures shall be applicable to all non-sponsored research using human subjects:

1. Research shall be based on established scientific principles.

2. Research shall be supervised by qualified persons.

3. The planning of the research shall include careful assessment of possible risks to the health, safety, privacy, and well-being of the subjects.

4. The research shall have an objective whose expected benefits must justify any foreseeable risks to subjects.

5. The general nature and requirements of the research and foreseeable risks, if any, shall be explained to the subjects before the research is conducted.

6. When foreseeable, non-trivial risks to the subjects are involved, the research shall be undertaken only after informed consent has been given by the subject. Informed consent will not be required when the research involves no known risks to the subject.

7. The subject may withdraw from the research at any time without prejudice.

8. When foreseeable, non-trivial risks are involved, the research shall be undertaken only when the facilities and professional attention necessary for the safety of the subject are available.

III. All research conducted by graduate students

Research conducted by graduate students related to the satisfaction of requirements for an advanced degree shall be under the supervision of graduate faculty. The Dean of the Graduate School is responsible for reviewing all theses or proposed graduate student research related to the fulfillment of degree requirements to insure the protection of the rights of human beings as research subjects. The Dean may refer questionable proposals to the full committee for review.

Compliance with these policies rests with the appropriate deans, departmental chairpersons, and/or agency directors. The above are the University criteria guidelines issued in the Chancellor's policy memorandum of May 22, 1970.

Internal Processing Form for Review of Research Involving Human Subjects (Form UPRCHR-1:72) should be utilized whenever possible. In addition, for applications to DHEW involving human subjects in the proposed research activity, the requirements of DHEW Regulation listed as 45 CFR Part 46 must be complied with. This includes submission to DHEW, when requested, of written documentation of the proposed informed consent form and of an appropriate Special Assurance Statement from the institution, signed by the members of the UPRCHR and properly certified. Similar regulation (10 CFR Part 745) applies to applications to the Energy Research and Development Administration (ERDA) for grants and contracts for research in which human subjects are to be involved. Please contact the Director of Sponsored Programs, or the Chairperson of the University Policy and Review Committee on Human Research, for copies of Internal Processing Form UPRCHR-1:72 and for clarification of specific policies and procedures, preferably at least 30 days before any deadline.

Housing

The Housing Office maintains a listing of available rental housing for married couples and families. New persons coming to the University may be assisted by studying this list. Particularly is this true for persons here for summer session employment.

Infirmary

The present staff at the Infirmary is not sufficiently large to offer service to faculty members.

Written class excuses are not issued by the Infirmary. The staff of the Student Health Service welcomes calls from faculty members who wish to verify a student's presence in the Infirmary.

Lost and Found Articles

Found articles should be turned in to Mendenhall Student Center with any possible information that may help to identify the owners. Notice should be given that same office in regard to lost articles. Faculty members are asked to consult with the Associate Dean of Student Affairs for Men or for Women, as the case may be, in situations in which the possibility of theft is present.

News Bureau

The News Bureau is the news distributing agency of the University. Its aims are to inform the public of events on the campus; to present facts dealing with the educational program at the University; to interpret these facts and to show their educational significance; and, in general, to present the University and its educational policies and activities in the most factual light possible, and therefore favorably.

So that these aims may be accomplished successfully, the cooperation of both faculty members and students is essential. Those who know of interesting events or worthwhile activities on the campus should immediately communicate either directly with the News Bureau, or with the person appointed in their school or department to supply the News Bureau with information. Faculty members who are advisers to student organizations may be most helpful in encouraging student reports to keep the News Bureau informed as to programs, projects, and other activities.

Speeches made by faculty members (except to organizations in Greenville, which cover their own news), visits to schools, attendance at meetings, and participation in programs, appointments to office, articles, honors received (especially those of a professional nature), and other materials make good copy. By reporting such news, faculty members perform a real service to the University.

The News Bureau is located in Erwin Hall.

Post Office and Campus Mail Service

United States mail is handled by the main U. S. Post Office and the East Carolina University Station Post Office located on East 10th Street. Faculty members may receive their mail with that of their respective department, school, or college. Faculty members who desire individual boxes may apply for them at the post office.

Intra-campus mail is handled by the Campus Mail Service, located in the Cafeteria Building. Each department, college or school has a box at this post office to which intra-campus mail is delivered, and faculty members may receive their individual intra-campus mail in the box of their respective department or school. Intra-campus mail is free of postage. All mail not placed in an envelope must be folded to the approximate size of an envelope. This mail should be clearly marked with individual's name and department only. *Do not use the building name* as all boxes are set up by department only.

Publications Available to Faculty

A number of University publications are available to the faculty.

Each faculty member should have a copy of the current Undergraduate Catalogue, which is distributed in September by the Office of the Vice Chancellor for Academic Affairs. He or she should familiarize himself or herself thoroughly with the policies and offerings of the University and his or her own department.

The Graduate School Bulletin may be obtained from the Office of the Graduate School; the Summer Session Bulletin, from the Office of the Vice Chancellor for Academic Affairs.

The East Carolina University Computing Center Newsletter is available to interested faculty at no charge, and may be either received through campus mail on a subscription basis or picked up at the Computing Center on a single copy basis. The ECU Computing Center User's Guide, a more detailed, technical guide to use of the Center, may be purchased at the Computing Center office for a nominal charge covering cost of publication.

The Fountainhead, semi-weekly student newspaper, is available without charge to faculty, staff, and students.

The Rebel, student magazine, is distributed once a quarter to members of the faculty who are interested in reading creative work published by students.

The Buccaneer, student yearbook, may be purchased by faculty through the Buccaneer Office.

At the beginning of each year the Student Government Association issues the Handbook which contains information useful to both students and faculty. A copy is included in the package of materials presented to each faculty member on the first day of the fall semester in the departmental meeting.

Free Tuition Privileges for Faculty

General Policy: As adopted by the University Board of Governors, full-time faculty and staff employees who are eligible for membership in a State-supported retirement plan will be allowed free tuition for one course per school term for classes attended outside of the required work hours. The conditions for granting such privileges are as follows:

(a) Employees with temporary and/or part-time appointments are not eligible.

(b) Free tuition privileges shall apply only during the period of one's normal employment. (In accordance with a ruling by the N. C. Attorney General, a person employed to teach nine months and who is not employed during the summer cannot be granted the free tuition privilege during the summer months.)

(c) Only those who have met admission requirements may be granted free tuition.

(d) Free tuition privileges do not include payment for other charges such as registration, medical, other University fees, private music, or material fees.

(e) Free tuition cannot be granted for courses where no college credit is allowed.

(f) Free tuition will be allowed only for courses that occur outside of scheduled work hours.

Forms for having tuition remitted must be signed and processed through the Personnel Department, as written evidence of the individual's current status is required by the Cashier's Office. Also, regular registration procedures must be followed.

Students Supply Store

The Students Supply Store is owned and operated by East Carolina University as an auxiliary enterprise for the convenience of the University community. Due to the fact that the Students Supply Store is an auxiliary enterprise, no funds are received from the University or the State; and therefore, the entire operating expense, including salaries, utilities, maintenance, etc., must come from the operation itself.

The Students Supply Store is charged with the responsibility of having available books, school supplies, and other tools of the educational process to the students on campus as well as those attending classes taught throughout eastern North Carolina by the Division of Continuing Education, which includes the three centers at Cherry Point, Camp Lejeune, and Fort Bragg, North Carolina.

Any profits derived from the Store's operations are used for the benefit of the University with 100 percent of distributed profits going into scholarships, which are awarded by the Faculty Scholarship Committee.

Swimming

Provisions are made for recreational swimming for students and faculty and members of their families. The hours are announced each semester.

Telephone Service

The University switchboard is open each school day from 8:00 a.m. until 5:00 p.m. primarily for information and for reporting interruptions in service. The University uses the Centrex System.

It is necessary that long distance telephone calls at University expense be confined to instances of absolute necessity. By proper planning, necessary business can almost always be handled by a letter rather than by long distance telephone. A record of all long distance calls should be made to check against later budget charges. Because of complications in budget procedure, it is not permissible to charge personal calls to a University telephone and then reimburse the University for the cost. If it should be necessary to place a personal long distance call from a University telephone, the call should be made collect, charged to the individual's home phone, or to a credit card. If these methods of charging are not possible, the call should be made from a non-University phone.

University Marshals

Sixteen junior students of the University are elected during general campus elections to serve as University marshals for campus fine arts events and campus assemblies.

If a faculty or staff member desires the services of the University marshals, he or she should make the request to the Associate Dean for Student Affairs ten days* in advance of the date needed and give the following information:

Number of marshals wanted ________________ Requested by ______________________

Event ____

Date ___________________________ Place ____

Time for marshals to be there ____

Dress desired (formal wear, suits, street dresses) __________________________

---

*Ten days' advance notice is needed so that the assignment may be relayed to the chief marshal and on to the marshals, who would be given a week's notice of assignment.

PART V

STUDENT PERSONNEL PROGRAM

ADMISSION

Anyone desiring to attend classes on the campus of the University, regardless of status, must file an application for admission with the appropriate undergraduate or graduate admissions office. Admissions to all undergraudate curricula are under the jurisdiction of the Dean of Admissions, from whose office application forms may be secured. Admissions to the Divison of Continuing Education and the Graduate School are the responsibilities of the deans of those units. The completed forms, with required evidence of eligibility, should be submitted to the Admissions Office as soon as possible, but at least three weeks before the beginning of the semester in which the applicant desires to enroll. Students who are seeking college credit but who are not working toward a degree must meet all admissions requirements.

Summer Sessions Admission

Students who have been out of school for at least one semester and who wish to enroll for the summer session should apply for admission and have all necessary forms submitted at least one week prior to registration for the term in which they wish to enroll.

Students who are regularly enrolled at another institution but who desire to obtain credit at East Carolina University during the summer may enroll provided they are eligible to continue in the college last attended. However, a formal application and appropriate permission forms must be filed within the time limit stated above.

ACADEMIC AND NON-ACADEMIC SERVICES

Alumni Association

Membership in the East Carolina University Alumni Association is open to those persons who have completed as much as one semester of instruction in this University. Active members are those persons who have contributed to the Alumni Loyalty Fund for the year. All officers and faculty members of East Carolina University are honorary members of the Alumni Association and are invited to attend all public meetings and luncheon or dinner meetings of the Alumni Association, and may become active members by contributing to the Alumni Loyalty Fund for the year.

Faculty members are urged to inspire students to think of University tradition and loyalty, and to encourage them to assume responsibility to the University through membership in the Alumni Association.

Objectives of the Alumni Association are three fold: (1) to keep alumni informed about University activities, (2) to encourage alumni to represent the University in their respective communities, and (3) to encourage alumni to make annual contributions to the Loyalty Fund.

86

Auditing

Persons wishing to attend University classes without earning credit must make formal application prior to Registration Day, and approval of the instructor, the appropriate department chairperson or school dean, and the Dean of Admissions must be obtained. If an auditor has a bachelor's degree, application should be made to the Graduate School. Auditors are not required to take entrance examinations, nor are transcripts required. Auditing a course consists of attendance at classes and listening but taking no part in the class. An auditor may not enroll in a course in which materials are used or participation required (art classes, laboratories, etc.). An auditor is not responsible for any assignments nor is he or she allowed to take any tests or examinations. No credit may be earned in an audited course by examination or otherwise. Under no circumstances will a grade be assigned, evaluations made, or performance reports be issued on a student auditing a course. A course that has been audited may not be taken later for credit. The request for the privilege of auditing a course, or part of a course, should be made to the Dean of Admissions or to the Graduate School and should be for a specified semester or summer session term. All such requests shall be referred to the instructor concerned, with the approval of the appropriate department chairperson or school dean. The applicant shall then complete the prescribed procedure for enrollment through the Registrar's Office before attendance in classes is permitted. Also, an audit fee for each course shall be paid to the Cashier's Office prior to attendance in class. However, tuition fees for one course per term are remitted for faculty members who audit courses at East Carolina Univeristy. Forms for waving tuition remitted must be signed and processed through the Personnel Department, as written evidence of the individual's current status is required by the Cashier's Office. See page 122.

Career Planning and Placement Service

The Career Planning and Placement Service office is located in the Mamie Jenkins Alumni Building. Services are available to all seniors and graudates of East Carolina University and to graduates of other institutions who have completed at least fifteen semester hours of work at East Carolina University.

When student registration is completed, the service is in a position to send prospective employers a set of credentials, including a resume, faculty recommendations, and a student teaching report when applicable.

Faculty Members receiving outside requests for recommendations may refer them to the Placement Service, whereupon a set of credentials may be sent.

Registration with the service is voluntary; however, faculty members are urged to encourage their advisees to register.

In addition to sending out credentials, the service arranges interviews for students with the many recruiters who come on campus and recommends students for positions made known by mail or telephone.

All written personal, or telephone requests received from prospective employers regarding job vacancies should be referred to the service for attention.

All interviews on campus between students and prospective employers are arranged by the Director of the Career Planning and Placement Service. Interview rooms are available for recruiters but must be scheduled in advance through the service.

Counseling Center

The purpose of the Counseling Center is to assist students to make the most of their opportunities for academic and personal development while at the University. Services in the areas of vocational, academic, educational, and personal counseling are provided. In addition, the staff of the Counseling Center provides both classroom and individual programs for students who wish to improve their study skills and/or reading skills. All full-time or part-time students are eligible for any or all of the counseling services without charge.

Faculty members may refer students directly to the Counseling Center or may wish to discuss an individual student with one of the staff members. Arrangements for appointments or conferences can be made by telephoning 757-6661 or calling at the Center, which is located in Wright Annex, Room 307.

The Counseling Center is approved by the Veterans Administration. Veterans and eligible veterans' dependents who wish to continue or pursue their deucation under the G.I. Bill may receive counseling at the Counseling Center.

The Counseling Center, in cooperation with various agencies and professional persons, offers counseling services on a fee basis to individuals not enrolled in East Carolina University who are referred to the Center for counseling and/or testing. The counseling offered is primarily educational and vocational and not therapeutic in the sense of resolving emotional problems through psychotherapy.

Program for Hearing Impaired Students

East Carolina University has accepted a number of hearing impaired students for enrollment, beginning Fall Semester, 1977. These students will be integrated into regular classes at the University. As some of these students prefer to communicate through a combined method of speechreading, the manual alphabet, and American Sign Language, classroom interpreters will be provided by the University for each class in which a deaf student is enrolled. The interpreter will be a person skilled in the use of sign language, able to convey the instructor's lecture to the deaf student and translate questions or responses from the deaf student to the instructor.

Some instructors new to the field of deafness may never have had the experience of teaching with an interpreter at their side. In the beginning, this new experience may seem a bit awkward, but adjustment to an interpreter in the classroom can be made smoothly and without distraction to the class if the following suggestions are considered:

1. Generally the interpreter will sit either to your left or to your right at the front of the class. This enables the student to maintain eye contact with both you as the instructor and the interpreter and thereby help to establish better student-instructor rapport for the course. It also allows the interpreter to clearly hear the lecture and accurately translate the information to the student.

2. Sign language does not contain signs for every word in the English language, and it is particularly lacking in specialized jargon. Usually the interpreter

will have to spell out such words through fingerspelling and sometimes pause to define the term. It is most helpful when the instructor jots down specialized jargon on the blackboard as this helps both the interpreter and the student. It would be very helpful to the interpreter if the instructor could spell unfamiliar names or terms not used before in class.

3. It is useful for the instructor and the interpreter to become acquainted at the beginning of a course. At such time, questions involving these guidelines and other points may be clarified. The instructor is always the instructor; the interpreter - merely his "voice."

Notetaking services will be available for any hearing impaired student who desires them. Deaf students will be responsible for maintaining their own class notes; however, it is impossible for hearing impaired students to concentrate on the instructor's lips or the interpreter, and take notes simultaneously. If the hearing impaired student shifts his attention to write notes, he loses out on the continuing class lecture information. Notetakers will provide a copy of daily class notes to be incorporated into the deaf student's own notebook. Special carbon copy notebooks will be used by notetakers, who will be paid for this service through University funds.

Tutorial assistance will be available for hearing impaired students on an individual basis. Special reading, composition, mathematics, or study classes will also be open to students who may be weak in subject areas.

We hope that this information is helpful to you in understanding more about deafness and services available to hearing impaired students who will be enrolled at ECU. For more information on deafness, sign language classes, or the availability of interpreters, please contact:

The Program for Hearing Impaired Students
Brewster Building
757-6729

Medical Attention

The Director of Student Health Services maintains an office in the Infirmary. He is aided by the Assistant Director and three associate physicians. A consulting psychiatrist has regular hours on two days weekly. Laboratory services are supplied by one full-time and one part-time ASCP registered technician with student assistants. The Infirmary staff maintains an effective association with private physicians within the community who provide consultation in most all of the medical specialties. Physician supervision at Infirmary clinics includes scheduled hours as follows:

Monday-Friday	7:30 a.m.-5:00 p.m.
Saturday	9:00 a.m.-11:00 a.m.
	5:00 p.m.-6:00 p.m.
Sunday	9:00 a.m.-11:00 a.m.

The services of staff physicians and the consulting psychiatrist are available for emergencies at all times. A complement of graduate nurses provides coverage on a twenty-four hour basis.

Every student is required to present a certificate of physical examination prior to admission. Tetanus toxoid immunization is required within five years of admission. Chest x-ray within six (6) months of admission is required for positive tuberculin skin test reactors.

The Infirmary supplies many common drugs without charge to the student, and such services as the staff may render are without charge. Additional services (consultations, special nurses, operations, special drugs) recommended by the attending physician and approved by the student's parents or guardian must be paid for by the student.

Radio

The campus radio station WECU is a carrier current AM station which serves the students through residence hall reception. It operates on 570 kilocycles on the standard broadcast band.

Religious Activities

As a tax-supported institution, East Carolina University neither promotes nor recommends a specific religious program. The University does, however, recognize religion as a part of our cultural heritage. Also, with some thirty religious groups represented in the student body and faculty, about half of which carry on organized programs, the University encourages the participation of its students and faculty members in the activities of their faith.

The groups which carry on regular activities either on campus or in their own student centers off campus are as follows:

Bahai Fireside, Campus
Baptist Student Union, 511 East Tenth Street
Bible Study Fellowship (Nondenominational), Campus
Canterbury Club (Episcopal), 401 East Fourth Street
Christian Science, Fourth and Meade Streets
Church of Jesus Christ of the Latter-Day Saints (Mormon), Campus
Fellowship of Christian Athletes, Campus
Hebrew Youth Fellowship, Campus
King Youth Fellowship (Pentecostal Holiness), Campus
Lutheran Student Association, 1800 South Elm Street
Newman Club (Catholic), Campus
Student Religious Liberals (Unitarian-Universalist), Campus
Wesley Foundation (Methodist), 501 East Fifth Street
Westminster Fellowship (Presbyterian), 401 East Ninth Street

Reading Laboratory

The Reading Laboratory and Clinic serves two purposes. First, a Reading Workshop is conducted as a summer session training clinic for teachers and advanced undergraduates to acquire and improve competencies in the diagnosis and remediation of reading and language difficulties of children on a paired teacher-student basis. Special reading cases are admitted for such tutorial aid in the same numbers as the number of teachers registering for such clinical experience. ELEM 5312 and ELEM 5313 are the catalogue registration numbers for 6 semester hours of credit.

Furthermore, the Reading Laboratory not only serves as a base for continued practical experimentation in improving reading instruction but is also designed to aid freshmen and other undergraduates whose SAT scores have indicated individual difficulties in vocabulary power, comprehension, speed, and functional reading skills. Listed as ELEM 0092, Remedial Reading, one-hour classes meet two days per week in the School of Education. Students may elect this course with the guidance of their advisers; others may be required to take ELEM 0092.

Speech and Hearing Clinic

The Speech, Language, and Auditory Pathology Department provides a University Speech and Hearing Clinic 1) for student clinical practicum experience in preparation for careers in speech and langauage pathologies and audiology and 2) for individuals needing speech and hearing services. To accomplish these two purposes, assessment, treatment, and consultations are scheduled on a limited outpatient basis throughout the regular school year and summer session. These services are rendered without charge to students, staff, and faculty.

Student Financial Aid

Students in need of financial assistance should be referred to the Financial Aid Officer in the office of the Dean of Student Affairs.

Financial Aid Office
Room 201, Whichard Building
East Carolina University
Greenville, North Carolina 27834
Telephone: 757-6610

Assistance is available in the form of scholarships, loans, grants, and jobs for those who qualify.

Student employment, loan, scholarship, and fellowship programs are described in detail in the Undergraduate Catalogue and Granduate School Bulletin.

Student Organizations

It is the policy of the University to encourage organizations that have for their purpose the building of character, personality, and scholarship. A list of the various organizations may be found in the current issue of the Undergraduate Catalogue. Faculty members desirous of sponsoring new organizations or assuming the sponsorship of current established organizations are advised to consult with the Dean of Student Affairs.

STUDENT DISCIPLINE

Student Conduct, General

All faculty members should feel a sense of responsibility to report any type of behavior, wherever it may occur, which may reflect upon the general

Moral tone of the University community life. Whenever possible, names of the students involved and a descriptive account of the behavior in question should be reported. Typical examples of such behavior might be gambling, obscenity and vulgarity, and excessive drinking. Such reports should be made to the Associate Dean of Student Affairs (for Men or for Women, as appropriate).

Appropriate disciplinary action will be taken against any student who participates in any illegal activity which results in the disruption of any normal function of the University. This includes both curricular and extra-curricular functions.

Student Conduct in Class

At times it may seem appropriate for an instructor to refer problems of personal conduct in his classes to other agencies for assistance. Such conduct, for example, as cheating, stealing, and unusual boisterousness may be referred to the Associate Dean of Student Affairs (for Men or for Women, as appropriate) for study and action.

Student Government Association

The Student Government Association provides the comprehensive organizational framework within which most of the other student organizations are situated. Frequently it is helpful for faculty members to know the duties, functions, and objectives of certain clubs on the campus. Much of these data may be obtained by studing the student handbook. Questions pertaining to student organizations should be addressed to the Dean of Student Affairs.

APPENDIX A

CONSTITUTION OF THE FACULTY SENATE , EAST CAROLINA UNIVERSITY

APPENDIX A

CONSTITUTION OF THE FACULTY SENATE, EAST CAROLINA UNIVERSITY

I. Purpose

The purpose of the faculty organization shall be to provide the means by which the faculty is enabled to fulfill its function with respect to academic and educational policies and other affairs of East Carolina University. The faculty organization shall be comprised of the General Faculty and the Faculty Senate. The General Faculty shall be the general electorate, and the Faculty Senate shall be a legislative and advisory body representing the General Faculty and shall consist of elected and ex-officio members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the Chancellor of East Carolina University.

II. Organization of the General Faculty

The General Faculty shall consist of all regular members of the teaching or research staff who hold the rank of full-time instructor or above, all staff personnel who hold ranks equivalent to those of the teaching staff and general administrative officers of East Carolina University and their assistants in policy making positions.

The General Faculty shall have as its presiding officer the Vice Chancellor for Administration and Planning of East Carolina University, who shall be responsible for calling its meetings and for keeping a record of its proceedings. In the absence of the Vice Chancellor for Administration and Planning, the Chairman of the Faculty shall preside. The presence of a majority of the members shall constitute a quorum, except in special cases provided for in this constitution. Each member of the General Faculty shall have one vote. A vote by voice will be the regular method of voting on any motion that does not require more than a majority vote for its adoption. Upon the request of ten percent of those present, a secret ballot will be in order.

III. Functions of the General Faculty

The General Faculty shall be empowered to perform the following functions: consider reports from the make recommendations to the Chancellor, the Vice Chancellor for Administration and Planning, and the Faculty Senate; discuss any matter relating to the welfare of East Carolina University or of the members thereof; amend or rescind the articles establishing the Faculty Senate as provided for in this constitution; amend or rescind the action of the Faculty Senate as provided for in this constitution.

IV. Meetings of the General Faculty

The General Faculty shall meet at the pleasure of the Chancellor, the Vice Chancellor for Administration and Planning, or the Faculty Senate of East Carolina University, or upon petition to the Vice Chancellor for Administration and Planning by at least fifteen percent of the General Faculty.

V. Organization of the Faculty Senate

All faculty members of East Carolina University are eligible to vote for representatives to or serve in the Faculty Senate who have the rank of instructor or above and who are tenured or are under yearly contracts with East Carolina University as full-time faculty members. The membership of the Faculty Senate shall consist of elected representatives and of *ex-officio* members.

The number of elected Faculty Senators shall not exceed 52 nor be less than 44. Prior to the election of the spring of each academic year, the ratio of faculty members to elected Faculty Senators will be determined by the Chairman, Vice Chairman, and the Secretary. Each electoral unit represented will then be informed as to the number of elected Faculty Senators to which that electoral unit is entitled. Electoral units for the purposes of this constitution shall be the various schools (including the Division of Continuing Education, the Division of Library Services, and the Counseling Center) and the departments of the College of Arts and Sciences. In the event that an electoral unit must reduce its existing number of Faculty Senators, it shall do so by following democratic procedures.

Each department of the College of Arts and Sciences shall have at least one elected Faculty Senator, and will elect its Faculty Senator as an electoral unit. All schools (including the Division of Continuing Education, Division of Library Services, and the Counseling Center) will have at least one elected Faculty Senator. Each school may choose to elect its Senators from the school as a whole or in the laternate manner described as follows. Each department within the school shall be allowed to nominate the number (less the number whose terms are not expired) to which they would be entitled if they were considered as separate electoral units. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit.

The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence, unless replaced by a full-time instructor or above under annual contract.

The *ex-officio* members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, Vice Chancellor for Administration and Planning, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Affairs, and one additional member elected by the Administrative Council in a manner determined by the Council.

The elected represenatives of East Carolina University to the Faculty Assembly of the University of North Carolina who are not members of the Faculty Senate shall be *ex-officio* members without vote.

The *immediate* past Chairman of the Faculty shall serve as an ex-officio member of the Faculty Senate, unless already serving as an elected member.

VI. Method of Election of the Faculty Senate

The Secretary of the Faculty shall request that each electoral unit proceed to elect its representatives. Elections shall be held in March of each year with members-elect to take office on the day following the last regular meeting of the Faculty Senate in the spring semester.

To obtain nominations, each school or department shall develop a ballot that lists every eligible member of that school or department. Each member of the faculty shall vote by secret ballot for twice as many nominees as that faculty member's school or department is entitled to elect. That group of nominees equal to twice the number of representatives to be elected that receives the largest number of votes shall then be placed on a separate ballot for the election of representatives. An alternate method of nominating Senators by the schools is found in Section V.

To elect representatives each faculty member shall then vote by secret ballot for the number of representatives allotted that electoral unit. Votes shall be counted in accordance with procedures agreed upon by the electoral unit.

The administrative officer of each electoral unit shall report the results of the election to the Secretary of the Faculty.

Each Senator shall serve a two-year term. A member may be elected to succeed himself or herself twice. After a lapse of one year following the expiration of this third term he or she will again be eligible for election. The seat of an elected Senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chairman of the Faculty.

Each electoral unit concerned shall hold special elections to fill unexpired or vacated terms.

The Senate may establish and promulgate procedures for selecting alternates for elected and ex-officio members.

The administrative office of each electoral unit so affected shall certify to the Secretary of the Faculty the credentials of individuals thus elected.

VII. Officers of the Faculty Senate

The officers of the Faculty Senate shall consist of the following: the Chairman of the Faculty, the Vice Chairman of the Faculty, the Secretary of the Faculty. Other offices may be established as they become advisable or necessary.

All officers shall be elected members of the Faculty Senate and shall be elected by a majority vote of the elected members of the Faculty Senate present.

The term of officers of the Faculty Senate shall be one year with the privilege of re-election.

The Parliamentarian of the Faculty shall be appointed annually before the first regular meeting of the Faculty Senate by the Chairman of the Faculty. The Parliamentarian need not be a member of the Faculty Senate.

At the second regular meeting of the spring semester the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by written, secret ballot.

The nominating committee elected by the Faculty Senate shall submit to the Secretary of the Faculty a slate of candidates for each office of the Faculty Senate at an organizational meeting to be held on the day following the last regular meeting of the spring semester. This slate of candidates shall be drawn from the elected membership of the incoming Faculty Senate.

Further nominations, from the ranks of the elected membership and by the elected members, will be accepted from the floor. Officers will be elected by a majority of those present and voting. They shall assume their duties on the day following the last regular meeting of the Faculty Senate in the spring semester.

If the office of the Chairman of the Faculty shall become vacant, the position shall be assumed by the Vice Chairman of the Faculty. If other offices shall become vacant, they shall be filled by a special election conducted by the Faculty Senate.

Voting for all officers shall be by written, secret ballot.

VIII. Duties of the Officers of the Faculty Senate

The Chairman of the Faculty shall preside at all meetings. He or she is empowered to call special meetings as hereinafter provided. The Chairman is an ex-officio member of all Faculty Senate Committees. He or she shall appoint persons to fill unexpired terms of committees where applicable.

The Vice Chairman of the Faculty shall perform all of the duties of the Chairman in the absence or incapacity of the Chairman. The Vice Chairman of the Faculty shall succeed to the office of Chairman of the Faculty in the event that office should be come vacant during the term of the incumbent. The Chairman may delegate to the Vice Chairman his or her seat on any of the Faculty Senate Committees.

The Secretary of the Faculty shall keep accurate minutes of all regular and special meetings, distribute copies of the minutes to all members of the General Faculty, conduct necessary correspondence, keep an accurate list of membership of the Faculty Senate, keep an accurate record of attendance, inform the Chairman of the Faculty when a seat becomes vacant, and perform such other appropriate duties as directed by the Faculty Senate.

The Parliamentarian of the Faculty shall advise on all parliamentary matters according to the latest edition of Robert's Rules of Order and the constitution and by-laws of the Faculty Senate.

IX. Meetings of the Faculty Senate

Four regular meetings of the Faculty Senate will be held each fall and spring semester according to a schedule prepared the preceding year by the Agenda Committee and presented to the Faculty Senate for approval at the second meeting of the spring semester.

The organizational meeting of the Faculty Senate will be held on the day following the last regular meeting of the spring semester.

Upon written petition of fifteen members of the Faculty Senate the Chairman shall call a special session of the Faculty Senate within four days. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chairman of the Faculty shall be empowered to call a special session of the Faculty Senate. A notice stating the purpose of the special session shall be distributed to the members of the Faculty Senate and the General Faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the General Faculty. The General Faculty shall be informed of the time, place, and agenda of all regular and special meetings.

X. Functions of the Faculty Senate

The Faculty Senate may, at its own discretion, seek the advice and counsel of any member of the General Faculty.

In exercising its function the Faculty Senate shall establish whatever procedures are necessary.

The Faculty Senate shall be authorized to set up such committees as are necessary for the performance of its duties.

The legislative powers of the General Faculty are delegated to the Faculty Senate and the Faculty Senate shall have the powers of the General Faculty, subject to the limitations stated in this constitution, in formulating the policies of East Carolina University.

The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina University, or initiate any policies in such matters which it deems desirable.

XI. Agenda of the Faculty Senate

The Faculty Senate shall be free to establish its own agenda, provided that all matters of academic policy brought before the Agenda Committee by the General Faculty, any Senator, any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.

There shall be an Agenda Committe which shall consist of the Chairman of the Faculty, Vice Chairman of the Faculty, Secretary of the Faculty, the Vice Chancellor for Administration and Planning of East Carolina University, and five additional senators from the elected members of the Faculty Senate. These five members shall be nominated from the floor of the Faculty Senate by elected members and shall be elected for a one-year term by elected members of the Faculty Senate at its organizational meeting each year. The Faculty Assembly delegates shall be members of the Faculty Senate Agenda Committee without vote. The Parliamentarian of the Faculty shall serve as a member without vote. The immediate past Chairman of the Faculty shall serve as a member vote.

The Chairman and Secretary of the Agenda Committee shall be chosen by the members of the Committee from among its elected members.

The Agenda Committee shall collect all recommendations of academic policy from academic committees, standing and special committees of the Faculty Senate. The order of the agenda shall be prepared by the Committee for all regular and special meetings of the Faculty Senate.

Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds vote of Faculty Senators present and voting at any meeting of the Faculty Senate.

The Agenda Committee shall conduct its meetings so that the agenda, the reports of the various committees, and other matters to be considered by the Faculty Senate shall be distributed in writing to all members of the General Faculty at least one week in advance of meetings of the Faculty Senate.

XII. Order of Business for the Faculty Senate

The following order of business shall be observed in meetings of the Faculty Senate unless Senators vote to change the procedures as provided in this constitution: (1) call to order, (2) approval of the minutes, (3) special order of the day, (4) unfinished business, (5) reports of committees, (6) other new business, (7) adjournment.

Each elected member of the Faculty Senate shall have one vote. The ex-officio members shall have one vote each. Voting by the Faculty Senate shall ordinarily be by voice vote. All matters shall be decided by a majority vote of those Senators present and voting except as stated in this constitution.

A quorum shall consist of three-fifths of the elected faculty members of the Faculty Senate.

XIII. Limitations Upon Functions of the Faculty Senate

The General Faculty shall be empowered to amend or rescind any act of the Faculty Senate, provided that a majority of the total membership of the General Faculty at a regular or special meeting at which a quorum of at least two-thirds of the General Faculty shall be present and voting, so votes.

Acts or decisions of the Faculty Senate shall be considered approved unless vetoed within thirty days of the action by the Chancellor of East Carolina University by written notice to the Chairman of the Faculty or unless the Chancellor notifies the Chairman of the Faculty in writing that the proposal has been forwarded to the Board of Trustees or to the Board of Governors.

XIV. Amendments to the Constitution of the Faculty Senate

All proposed amendments to the Constitution of the Faculty Senate shall be presented first at a regular meeting of the Faculty Senate for discussion, amendment or substitution. At the next regular meeting of the Faculty Senate the amendment will be voted upon for submission to the General Faculty for approval.

An amendment to the Constitution of the Faculty Senate shall be effected only by action of the General Faculty.

As the creating body, the General Faculty shall be empowered to amend or abolish these articles establishing the Faculty Senate. Any amendment to these articles or any action abolishing them shall require a majority of the total membership of the General Faculty, at a regular or special meeting at which a quorum of at least two-thirds of the General Faculty shall be present and voting.

XV. Adoption and Changing of By-Laws

The Faculty Senate shall establish whatever by-laws are necessary. The initial adoption of by-laws, as well as amendments to existing by-laws, the deletion of existing by-laws, and the adoption of other by-laws, shall require a vote of two-thirds of those elected senators present and voting at a regular or properly called meeting at which a quorum is present. Previous notice must be given at the preceding meeting of the Faculty Senate of the intended change of the Faculty Senate by-laws.

By-Laws
East Carolina University Faculty Senate

I. Attendance, Seating, and Participation

1. To facilitate the efficient flow of business, senators shall be seated as follows:

    a. Ex-officio members shall be assigned seats on the first row.

    b. Elected members shall be assigned seats in alphabetical order by schools and/or departments.

2. Only elected and ex-officio members (including Alternates, if representing their Units) may answer the roll call, vote, or occupy seats assigned to Senators.

3. Faculty members visiting the Senate shall seat themselves behind the seats assigned to Senate members.

4. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Senate Chairman.

5. Each Unit of the University may elect one alternate representative to the Faculty Senate, said Alternate being elected in the same manner as Faculty Senators and serving until the time of the next election within the Unit. Thereafter, the Alternate will be elected at the time of regular election of Faculty Senators, and will serve for a two-year term. Alternates shall be eligible for reelection. A Unit not having an Alternate may elect one at the time of any regular Senatorial election. The Alternate will represent that Unit at the discretion of any Senator within the Unit, and in such a situation shall notify the Secretary of the Senate in writing that he or she is representing that Unit and shall do so prior to the convening of the Senate session in question.

II. Minutes of the Faculty Senate

1. There shall be a Faculty Senate Committee on Minutes composed of the Chairman, Vice Chairman, and Secretary of the Faculty.

2. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The official minutes shall be mailed to all faculty as soon as possible after a Senate meeting. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting.

3. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the Chairman. The Chairman may request that these verbatim remarks be submitted in writing to the Secretary.

III. Special Committees

1. Special committees shall be established by the Senate at the discretion of the Chairman.

2. Members of special committess may be appointed by the Chairman, or the Chairman may ask the Senate to elect committee members.

3. The Chairman may appoint the chairmen of special committees or these chairmen may be elected by the committee members.

4. Non-Senate faculty members as well as senators may serve on special committees. At least one senator shall be on each committee.

IV. Eligibility for Voting or for Serving in Faculty Senate

All Faculty members are eligible to vote for or serve in the Faculty Senate who have the rank of Instructor or above and who are under yearly contracts with the University as full-time faculty members.

APPENDIX B

CHARTER OF THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

CHARTER OF THE FACULTY ASSEMBLY
OF
THE UNIVERSITY OF NORTH CAROLINA

I. Objectives and Functions

1. The Faculty Assembly of the University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina.

2. The Assembly shall, through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of university-wide import.

3. The Assembly shall advise and communicate with the President of The University of North Carolina with regard to the interests of the faculties and other matters of university-wide import.

II. Organization and Relationships

1. Representation in the Assembly shall be apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution having not more than 300 full-time faculty and professional staff members shall choose two delegates; each institution having from 301 to 600 full-time faculty and professional staff members shall choose three delegates; each institution having 601 to 900 full-time faculty and professional staff members shall choose four delegates; and each institution having more than 900 full-time faculty and professional staff members shall choose five delegates. At any time that the number of full-time faculty and professional staff members of an institution changes so as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. Every delegate to the Assembly shall be a full-time faculty or professional staff member of the institution he seeks to represent. The manner of selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. Terms and rotation of delegates shall be specified in the by-laws.

2. The assembly shall have a chairman and such other officers, who shall be chosen in such manner and for such terms, as the Assembly may provide in its by-laws.

3. Each institutional delegation to the Assembly shall make available to the faculty of its institution the official minutes of the proceedings of the Assembly, together with the written report of the delegation.

III. Operations

1. The Assembly shall adopt its own by-laws.

2. The by-laws of the Assembly shall provide for regular, stated meetings of the Assembly, and they shall also provide for the selection of the sites of these meetings.

3. Special meetings of the Assembly may be called by the President of the University of North Carolina, by the officers of the Assembly, or by members of the Assembly, in accordance with procedures to be established in the by-laws of the Assembly.

4. Records of the activities of the Assembly shall be kept and transmitted to the appropriate successor officers of the Assembly.

5. Released time shall be made available to the officers of the Assembly, subject to the approval of the President of The University of North Carolina.

6. The Assembly shall be provided by The University of North Carolina with necessary secretarial assistance and other related services and resources.

7. The members of the Assembly shall be reimbursed by The University of North Carolina for expenses incurred in attending meetings of the Assembly.

IV. Ratification and Amendment of the Charter

1. This Charter shall be transmitted to the constituent institutions of The University of North Carolina for ratification or rejection by the faculty of each institution in accordance with the processes of that institution. The Charter shall become effective upon its ratification by two-thirds of the constituent institutions of The University of North Carolina. The institutions whose faculties ratify the Charter shall become participating institutions and shall send delegations to the Assembly.

2. An amendment of this Charter may be introduced in the Assembly by any member of the Assembly; and if approved by a majority of the authorized membership of the Assembly, it shall be transmitted to the participating institutions of the Assembly for ratification by the faculty of each institution in accordance with the processes of that institution. An amendment shall become effective upon its ratification by two thirds of the participating institutions of the Assembly.

SELECTION AND ELECTION OF DELEGATES TO THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

1. The Committee on Committees shall, between January 1 and January 20 of each year, send to each faculty member an announcement listing the requirements and duties of a delegate to the Faculty Assembly of UNC and an invitation to submit to the Committee on Committees on or before February 10 the names of persons proposed as candidates for nomination. After canvassing the candidates to ascertain their willingness to serve, the Committee on Committees will submit to the East Carolina University Faculty Senate at its first Spring meeting a list of candidates. From this list the Faculty Senate will nominate and elect the Delegates and the Alternates to the Faculty Assembly.

2. The terms of Delegates to the Assembly shall be three years (except that this shall not conflict with Section 6 below).

   To be eligible as a delegate, a faculty member may not have served as a delegate to the Assembly for more than six (6) of the preceding nine (9) years, nor could he be elected to a term that would result in a violation of this limitation. Time spent while serving as an alternate is not counted in the above limitation. All regular terms of service shall begin and end on July 1 of the appropriate year.

3. The total number of delegates shall be determined by the Faculty Assembly. At present, ECU is entitled to elect four (4) delegates.

4. In addition to the Delegates, at least four Alternates shall be chosen. The terms of the Alternates shall be three years (except that this shall not conflict with Section 6). The Alternates shall be designated as First Alternate, Second Alternate, Third Alternate and Fourth Alternate. When a Delegate cannot attend an Assembly meeting or otherwise perform the duties connected with the office, the First Alternate will be called upon as replacement. The remaining Alternates shall be called in order as needed. The Chairman of the Faculty shall appoint a replacement in the event that an Alternate is unable to complete a term and may appoint additional Alternates if deemed necessary.

5. In the event that a Delegate is unable to finish a term, the First Alternate shall become a Delegate and serve out the regular term of the Delegate.

6. The Faculty Senate shall assume continuity of delegation membership by specifying a system of rotating terms.

7. Delegates shall be full-time faculty with no released time which entitles them to an administrative title outside their department.

8. In addition to attending the meetings of the Faculty Assembly the Delegates shall be members of the Faculty Senate without vote and members of the Faculty Senate Agenda Committee without vote.

9. The delegates shall be advised by the Faculty Senate.

10. The delegation shall make available to the faculty of East Carolina University the official minutes of the proceedings of the Faculty Assembly, together with the written report of the delegation.

11. Terms and rotation of the delegates shall be specified by the By-laws of the Faculty Assembly.

APPENDIX C

(The revised Appendix C has not been approved as of this printing. Appendix C of the 1973—75 Faculty Manual will remain in effect until the revised version has been approved by appropriate authorities.)

1972-75

Appendix C

PERSONNEL POLICY AND PROCEDURE FOR THE FACULTY OF EAST CAROLINA UNIVERSITY

I. *Selection and Appointment of New Faculty*

This section deals with the authority and responsibility for the selection and appointment of full-time, regular faculty members of East Carolina University holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor. Statements in this section do not apply to special faculty appointments, such as Visiting Professor, Lecturer, Instructional Assistant, and all short-term, part-time, or temporary appointments, which are governed by the terms of the individual contracts. Notices of appointments and contracts of employment are subject to regulations on academic freedom and academic tenure and due process contained in the East Carolina University *Faculty Manual.* (See Parts I and IV; also, Appendices D and H.)

A. *Determination of Number and Nature of Positions Needed*

The department chairman (or his equivalent) is responsible for recommending to the dean of his respective college or school the number and the nature of positions needed to carry on the functions of teaching and research within the department at a level commensurate with the standards of academic performance prescribed by the administration of the University. To assure himself, his staff, and his administrative superiors that he has made his recommendations with the guidance and support of the facuty of his department, the chairman will, whenever possible, employ formal and informal procedures involving his faculty in the making of decisions of this nature. Deans of the various colleges or schools will act upon the recommendations of the department chairmen and approve, reject, or amend these recommendations before transmitting them to the Provost or Vice Chancellor for Health Affairs as appropriate. (The deans of the various colleges or schools will submit to department chairmen explanations for changes in the recommendations of the various departments.)

B. *Selection of Candidates*

The department chairman, upon written authorization from the dean of his respective college or school, will notify his faculty of the number and ranks of positions available, and with the dean of his college or school becomes responsible for initiating and carrying out the search for candidates.

C. *Nomination of Candidates*

The department chairman is ultimately responsible for the nomination of candidates. However, the chairman should realize his need for guidance and support from his faculty in such an important matter as recruitment of staff. He will utilize the counsel of his faculty through procedures both formal and informal in nature.

D. *Appointment*

Appointment to a position on the departmental faculty is made by the Chancellor and confirmed by the Board of Trustees. The department chairman is responsible for appropriate notices to the appointee regarding his teaching or research assignments, text book orders, office space, and other pertinent information.

E. *Terms of Employment*

The written notification of appointment will specify the terms and conditions of employment. Any special understandings, promises, or conditions not included in the notification of appointment, as approved by the Chancellor, will not be considered by the University as part of the contract of employment. Arrangements as to service expected will be made between the candidates and dean or department chairman.

To facilitate a uniformity of employment throughout the University community a summary letter, an original and a copy, will be sent by the appropriate dean or department chairman, along with the Faculty Personnel Recommendation (yellow) Form, to the Provost or Vice Chancellor for Health Affairs, as appropriate. After the approval of the appointment by the various deans and the Chancellor of the University, a copy of this letter and a contract will be forwarded to the appointee indicating the intent of the administration to offer a position to the appointee. The contract will contain:

1. The beginning rank.
2. The length of appointment.
3. The total annual salary.

The summary letter will state clearly prior oral and written agreements between the appointee and the appropriate dean or department chairman and will include the following:

1. A definition of the letter as a final commitment, relative to the action of the Chancellor and the Board of Trustees.
2. Indication that the offer will become binding upon the signing of the contract.
3. The total length of the probationary period and at what point the appointee would be considered for tenure.
4. The length of annual service, i.e., three quarters.
5. The opportunity for employment in the summer session and approximate salary for such service.
6. The total teaching and contact hours over the annual period and if possible, specific courses to be taught.
7. The date the appointee is expected to report and the date of his final annual duties under his appointment.
8. Enclosure of a copy of the current *Faculty Manual* of East Carolina University to inform the appointee of the institution's by-laws and regulations.

F. *Assignment of Duties*

The chairman of the department will assign the faculty members of his department their specific duties and responsibilities. Each member of the departmental faculty will, in turn, be responsible to the chairman for the proper discharge of his assigned duties.

G. *Continuation of Employment*

Appointments without tenure are probationary. Each faculty member without tenure shall be notified in writing by the Chancellor whether or not he will be rehired for the following year according to the schedule below:

March 1 for the first year
December 15 for the second year
One full academic year thereafter

The decision regarding retention of a non-tenured faculty member will be made by the department chairman after such consultation with members of the faculty and the dean of the college or school as he shall deem appropriate in each case. The department chairman annually will inform the non-tenured faculty member of his progress toward tenure both by personal conference and written resume.

II. *Professional Advancement*

Two principles are incorporated in the following criteria and procedures for professional advancement. They are (1) flexibility in promotion and salary arrangements, and (2) appropriate recognition for merit and outstanding performance.

A. *Factors of Achievement and Service*

Two different sets of factors should be considered in estimating the faculty member's readiness for a salary increase and his worthiness for promotion in rank: (1) length of professional service and (2) merit.

Professional service factors typically include such consideration as (1) total service, covering both years at East Carolina University and equivalent service elsewhere, (2) total years in rank, (3) contributions to campus activities and committee work, (4) constructive relationship with colleagues, (5) skill and efficiency in handling classroom and campus routines, (6) community activities, and (7) membership in professional organizations. This does not express an attempt to establish priority.

Merit factors typically include such considerations as: (1) teaching effectiveness, (2) continued professional growth, (3) research activities, (4) creative and scholarly production, (5) leadership activity in a professional organization, and (6) government service.

Length of professional service clearly contributes to readiness for increase in salary. Promotion in professional rank, however, cannot be attained by mere accumulation of years of service. Professional distinction can be achieved only through outstanding performance in activities comprising the search for, the perpetuation of, and the dissemination of knowledge. Because promotion into the higher ranks should be the reward of significant professional achievement, it is possible for any of the lower academic ranks to be a terminal rank.

B. *Criteria for Appointment and Promotion to the Several Academic Ranks*

Among the many qualifications which may be considered when making appointments and promotions, the following are judged as essential:

Instructor — Evidence of character traits which contribute decidedly to the professional advancement of the well-trained person; evidence of a sound educational background for the specific position, including as a minimum the master's degree or equivalent; and evidence of teaching ability.

Assistant Professor — Qualifications of the previous rank plus a terminal degree as recognized by the Southern Association of Colleges and Schools or the profession concerned or the doctor's degree or substantial progress toward the doctor's degree or terminal degree as described above; evidence of a potential for continued professional growth through study, membership in professional organizations, and creative activity in the form of research or publication.

Associate Professor — Qualifications of the previous ranks plus a terminal degree as recognized by the Southern Association of Colleges and Schools or the profession concerned or the doctor's degree; a significant record of effective teaching or research at the college or university level; a record of creative or research activity resulting in publication or comparable productivity; a record of participation in professional organizations; effective service on departmental, school, college, academic or administrative committees; and evidence of superior worth to the University.

Professor — Qualifications of the previous ranks plus achievement of an outstanding reputation as a teacher or in independent research; an extensive record of success in directing graduate study, research, or writing; a record of significant publication or comparable creative or research activity; a record of significant contribution as a member of faculty committees or the Faculty Senate, whenever called upon to serve; a record of participation in professional organizations.

C. *Effecting Promotions and Salary Increases*

Recommendations for promotion and salary increases shall be initiated by the chairman of the department after such consultation with his staff as necessary to promote departmental concord and effectiveness. These recommendations are to be made in conformity with the criteria herein and are submitted to the dean of the college or school for review in the light of the staff needs of his college or school as a whole. The dean's recommendations are submitted to the Provost or Vice Chancellor for Health Affairs, as appropriate, and the Vice Chancellor and Dean of the University, who must review the recommendations submitted by the various colleges or schools in the light of the total staff needs of the University. Upon their recommendations, the Chancellor will make the final decisions regarding promotion and salary increases, subject to the approval of the Board of Trustees.

III. *Advancement in Salary*

The University will strive to develop a plan for salary advancement which is reasonably related to promotion in rank. Such a plan should seek to realize the following objectives: (1) sense of security for each member of the University faculty, (2) range of rank and salary incentives to continued advancement in the profession, (3) a means of recognition of professional achievement, (4) appropriate remuneration for services performed, and (5) the maintenance of a uniform standard throughout the University.

IV. *Evaluation*

Promotions and increases in salary are subject to budgetary considerations and to a reasonable distribution of professional staff in the academic ranks. Practice in the several colleges or schools and in the departments within a college or school should be relatively uniform. Exceptions should be made only in cases which are clearly unusual, as when maintenance of staff is threatened by a serious shortage of persons in specific disciplines. A promotion is ordinarily accompanied by a salary increase.

A. *Procedures for the Evaluation of Faculty*

The deans of the various colleges or schools and the chairmen of departments will develop a systematic procedure for the annual evaluation of faculty members, especially in the case of those members who do not have tenure. Such an evaluation procedure should be constructed upon the following principles: (1) objective criteria upon which evaluations are undertaken will be publicized; (2) the deans and chairmen will institute means that permit faculty members to report their achievements year by year; (3) records and reports will be on file in each departmental office to serve as objective evidence in support of promotions, salary increases, the grant of tenure or in support of decisions against promotions, salary increases, and the grant of tenure; (4) faculty members have the right to discuss their status with the department chairman and deans at any time.

B. *Guide for Evaluation of Faculty by Chairmen*

The chairman's evaluation shall include all factors the chairman may consider pertinent. Recommendations shall be based on definite statements accompanied by supporting evidence, including statements describing wherein and in what manner the faculty member does not meet expected performance.

A professional staff member may be deficient in one or several pertinent aspects, and yet be a highly useful and valuable member of the staff; on the other hand, a professional staff member may rate very highly in some respects, yet be generally a detriment to the University. It is the total makeup and performance of the individual that is significant, rather than a summation of discrete factors which might obscure this totality. Therefore, exercise of the most careful judgment is required in order to maintain demonstrable objectivity in overall evaluation.

V. *Appeals*

In matters pertaining to promotion and salary increases the individual tenured faculty member has the right of appeal to the Faculty Affairs Committee. It is desirable that the right of appeal through the department chairman be utilized before an appeal is made to this committee.

The Faculty Affairs Committee shall consider all evidence pertinent to the requested promotion or salary increase and report its recommendation to the department chairman, appropriate dean, Chancellor of the University, and Chairman of the Faculty. The Chairman of the Faculty shall be notified of administrative action on the Committee's recommendation; and, in the event that administrative action differs from the recommendation of the Committee, the Chairman of the Faculty shall be informed of the reasons for this decision.

VI. *Amendment Procedure*

Amendments to the East Carolina University Personnel Policy and Precedure for the Faculty may be proposed by any full-time member of the faculty or by any faculty committee. The proposed amendment or amendments shall be submitted to the Faculty Senate for consideration. In such a case the proposed amendment or amendments shall be handled as any other item of legislation which comes before the Senate.

APPENDIX D

TENURE POLICIES AND REGULATIONS

COPY OF TENURE REGULATIONS AS APPROVED
BY THE BOARD OF GOVERNORS OF THE
UNIVERSITY OF NORTH CAROLINA, MAY 14, 1976

TENURE POLICIES AND REGULATIONS OF
EAST CAROLINA UNIVERSITY

CONTENTS

SECTION I. FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY* (600)

SECTION II. ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY* (601)

Section III. ACADEMIC TENURE

- A. Purpose of Tenure
- B. Conferral Agency* (602(2), p. 26)
- C. Tenure and Faculty Appointments
  - 1. Types of Appointment
    - a. In General
    - b. Criteria* (602(4), p. 26)
    - c. Terms and Conditions
    - d. Faculty Manual* (602(3), paragraph 2, p. 26)
    - e. Special Terms and Conditions
    - f. Continued Availability of Special Funding* (602(7), p. 27)
    - g. Provisions for Less than Full-time Employment
  - 2. Fixed Term Appointments
    - a. In Relation to Tenure* (604 C, p. 31)
    - b. Contract and Notice* (604 C)
    - c. Fixed Term Employment Policy
  - 3. Probationary Term Appointments
    - a. In General
    - b. As Instructor
    - c. Terms of Notice* (604 A(1), p. 30) and (604 A(2), p. 31)
    - d. Criteria for Reappointment* (602(4) and 604 B)
    - e. Criteria for Conferral of Permanent Tenure* (602(4), p. 26; 602(5), p. 26)
      - (1) Terms of Notice
      - (2) Early Conferral of Permanent Tenure
    - f. Promotion* (602(4), p. 26)
  - 4. Initial Appointment with Permanent Tenure
  - 5. Reappointment of Faculty Beyond Normal Retirement Date* (606, p. 33)
    - a. Retirement Policy for Members of the Faculty* (606)
    - b. Employment Beyond Age 65* (606)
      - (1) Conditions
      - (2) Terms of Notice
      - (3) Continuation Review
- D. Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Nonreappointments, Promotions, and Conferral of Permanent Tenure
  - 1. Initiation of Recommendations
  - 2. Procedure for Concurring Recommendations

---

*The asterisk refers to material either quoted from THE CODE of The University of North Carolina or required to be stated in CODE language.

        3. Procedure for Nonconcurring Recommendations
        4. Channels for Administrative Review
    E. Notice of Resignation

Section IV. PROCEDURE FOR APPEAL OF NOTICE OF NONREAPPOINTMENT OR NONCONFERRAL OF PERMANENT TENURE

    A. Conference with Department Chairperson
    B. Conference with Chancellor
    C. Request for Review by Faculty Hearing Committee; Scope of Review
    D. Conduct of Hearing
    E. Hearing Procedure
    F. Procedure After Hearing

Section V. DUE PROCESS BEFORE DISCHARGE OR THE IMPOSITION OF SERIOUS SANCTIONS

    A. Penalties *(603, p. 28)
    B. Notice *(603(2), p. 28)
    C. Discharge without Recourse *(603(3), p. 28)
    D. Specification of Reasons and Hearing Request *(603(4), pp. 28, 29)
    E. Due Process Committee *(603(5), p. 29)
    F. Conduct of Hearing *(603(6), p. 29) also (603(7) and 603(8), p. 29)
    G. Appeal *(603(9), pp. 29, 30)
    H. Suspension *(603(10), p. 30)

Section VI. TERMINATION OF FACULTY EMPLOYMENT

    A. Reasons Justifying Termination and Consultation Required
        1. Reasons for Terminating Employment *(605 A, pp. 31, 32)
        2. Consultation with Faculty and Administrative Officers *(605 C(1), p. 32)
    B. Termination Procedure *(605 C (2), p. 33)
        1. Considerations in Determining Whose Employment is to be Terminated* (605 C (2), p. 33)
        2. Timely Notice of Termination *(605 B(1), p. 32) and (605 B (2), 605 B (3), 605 C (5), p. 33)
        3. Type of Notice to be Given *(605 C (3), p. 33) also (605 C (4), p. 33)
        4. Termination if Reconsideration is not Requested
        5. Request for Reconsideration Hearing *(605 C (4), p. 33)
        6. Structure and Jurisdiction of the Reconsideration Committee
        7. Conduct of Hearing
        8. Hearing Procedure
        9. Procedure after Hearing *(605 C (6), p. 33)

Section VII. THE FACULTY GRIEVANCE COMMITTEE

    A. Structure and Jurisdiction
    B. Authorization and Powers
    C. Grievances
    D. Petition for Redress
    E. Report of Recommendations
    F. Further Appeal

Section VIII. EFFECTIVE DATE

Section I. FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY

East Carolina University is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. This institution therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

East Carolina University shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

Faculty and students of this institution shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

Section II. ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY

It is the policy of East Carolina University to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of the academic staff of this institution. Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with this institution and their position as men and women of learning. They should not represent themselves, without authorization, as spokesmen for East Carolina University.

East Carolina University shall not penalize or discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

Section III. ACADEMIC TENURE

A. Purpose of Tenure

Academic tenure refers to the conditions and guarantees that apply to a faculty member's professional employment. In according tenure, the purpose is to protect the academic freedom of faculty members while providing them a reasonable degree of economic security. It is recognized that a tenure policy is a vital aid in attracting and retaining faculty members of the high quality that this University seeks. Academic tenure refers to the protection of a faculty member against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in Section V; or against termination of employment except as provided for in Section VI.

B. Conferral Agency

The tenure conferred on a faculty member is always held with reference to employment by East Carolina University rather than to employment by The University of North Carolina.

C. Tenure and Faculty Appointments

i. Types of Appointment

a. In General

Academic tenure, as herein defined, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for fixed terms of employment, automatically terminable when they expire ("fixed term appointment"); or they may be for probationary terms ("probationary term appointment"); or they may be continuous until compulsory retirement, death, or resignation ("appointment with permanent tenure").

b. Criteria

The appointment of a faculty member shall be based on an assessment of the faculty member's demonstrated professional competence, his potential for future contributions, and institutional needs and resources.

c. Terms and Conditions

The terms and conditions of each initial appointment and of each reappointment to the faculty shall be set out in writing. A copy of the terms, signed by the Chancellor, shall be delivered to the faculty member, and the Chancellor shall retain a copy. The general terms and conditions of such appointments, including those provided herein, shall be either set out in the document of appointment or incorporated therein by clear reference to the Faculty Manual.

d. Faculty Manual

The Chancellor's office shall publish the Faculty Manual, which shall contain the tenure and personnel policies and regulations of East Carolina University, including the complete text of Chapter Six of The Code of The University of North Carolina. The Faculty Manual shall be distributed to each faculty member and to new faculty when they are employed.

e. Special Terms and Conditions

Any special terms and conditions shall be clearly stated in the written appointment. Except as herein provided, no special terms or conditions may be included that vary the general terms and conditions stated herein. The responsibility for initiating the inclusion of special terms and conditions in documents of appointment is with the chairperson or dean who recommends the appointment.

f. Continued Availability of Special Funding

The appointment, reappointment, or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon the continuing availability of such funds. This contingency shall not be included in a faculty member's contract in either of the following situations:

(1) in a promotion to a higher rank if, before the effective date of that promotion, the faculty member had tenure and no such condition was attached to the tenure; or

(2) if the faculty member held tenure in the institution on 1 July 1975 and his contract was not then contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

g. Provisions for Less than Full-time Employment

Special terms for less than full-time employment with commensurate compensation or for relief from all employment obligations for a specified period may be included in an appointment or reappointment to any faculty rank, or may be added by a written memorandum of amendment during the term of an appointment. For compassionate reasons of health, or requirements of childbirth or child care, or similar compelling reasons, such terms may, with the concurrence of the faculty member, include extensions of the period of a current probationary term of appointment to coincide with the extent and duration of the relief from the full-time employment obligation. Such special terms must be expressly stated in initial appointment documents or, if added by memorandum of amendment, must be approved by signature of the Chancellor and the faculty member, with a copy to be retained by each. Except as may be otherwise expressly provided in the documents of appointment, all appointments to any faculty rank are on the basis of a full-time employment obligation and confer the full incidents of academic tenure pertinent to the particular appointment.

These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by the department chairperson who is responsible for their direct supervision or to the University's granting of extended leaves of absence with or without compensation.

2. Fixed Term Appointments

a. In Relation to Tenure

A faculty member who is appointed to a position carrying a title such as adjunct professor, lecturer, visiting professor, research associate, artist-in-residence, writer-in-residence, clinical instructor, assistant clinical professor, associate clinical professor, and clinical professor, and all short-term or part-time positions that are governed by the terms of individual contracts, is not eligible for permanent tenure but shall be regarded as having the protection of tenure until the end of that term. If a person who holds a fixed term appointment is converted to regular faculty rank (instructor, assistant professor, associate professor, professor), he must meet the requirements for that rank as set forth in the University's personnel policies.

b. Contract and Notice

All fixed term appointments shall be for a term specified in the contract. The contract shall set forth in writing the beginning and ending dates of the term. This specification of the length of the appointment shall be deemed to constitute full and timely notice of nonreappointment when the term expires. The provisions of 604A and 602(4) of The Code of The University of North Carolina do not apply in these instances. No obligation exists on the part of East Carolina University to give any notice before a current fixed term appointment expires as to whether appointment will be offered for a succeeding term. But the appropriate chairperson, upon the faculty member's written request made not earlier than 180 calendar days nor later than 90 calendar days before his current term expires, shall within 20 calendar days after he receives the request give the faculty member a written decision whether an offer of reappointment will be made and, if so, its terms.[1]

c. Fixed Term Employment Policy

It shall be the practice of East Carolina University not to re-employ faculty with fixed term appointments for extensive periods of time beyond their initial date of employment. Re-employment of a faculty member with a fixed term appointment beyond six years in a state-funded position in order to avoid the awarding of tenure is a misuse of this category of employment. Persons who are employed primarily as athletic coaches are excluded from this provision.

3. Probationary Term Appointments

a. In General

Only persons appointed as assistant professors, associate professors, and professors are eligible for permanent tenure. Those who are appointed as instructors are not eligible for permanent tenure at that rank, but become eligible upon promotion to assistant professor. An instructor who is notified at least twelve months before his seventh yearly contract expires that he will not be promoted to assistant professor shall be separated from employment at East Carolina University when that contract expires. A faculty member appointed to an administrative position is eligible for permanent tenure only as a faculty member in one of the professorial ranks. There is no permanent tenure in administrative positions.

Initial and subsequent probationary term appointments shall be for one academic or calendar year.

---

[1] "Department" is used herein as a generic term for departments, professional schools, and any other academic unit to which faculty appointments are made; "chairperson" as a generic term for department chairpersons, deans of professional schools, and any other head of an academic unit to which faculty appointments are made.

b. As Instructor

The rank of instructor is appropriate for one who is appointed to the faculty in the expectation that in the normal course he will progress to the professorial ranks in this or another institution but lacks, when appointed, one or more qualifications expected by his department or school for appointment to the professorial ranks. When he meets all those qualifications, the instructor will usually be promoted to assistant professor.

c. Terms of Notice

A decision not to reappoint a faculty member shall be made by the Chancellor early enough to permit timely notice to be given. For faculty at the rank of instructor, assistant professor, associate professor, or professor, the minimum requirement for timely notice shall be as follows:

(1) during the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before his employment contract expires;
(2) during the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days' notice before his employment contract expires; and
(3) after two or more years of continuous service at the institution, the faculty member shall be given not less than twelve months' notice before his employment contract expires.

Notice of reappointment or nonreappointment shall be written. If the decision is not to reappoint, then failure to give timely notice of nonreappointment will oblige the Chancellor thereafter to offer a terminal appointment of one academic year to the faculty member involved. Notification of appointment or reappointment is not notice of conferral of permanent tenure except as provided for in this section.

d. Criteria for Reappointment

The decision on reappointing a faculty member may be based on any factor considered relevant to the total institutional interests, but the decision must include consideration of the faculty member's demonstrated professional competence, his potential for future contributions, and institutional needs and resources. These considerations may form, in whole or in part, the basis of the ultimate decision, except that a decision not to reappoint may not be based upon (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article 1 of the North Carolina Constitution; (2) discrimination based upon the faculty member's race, sex, religion, or national origin; or (3) personal malice.

e. Criteria for Conferral of Permanent Tenure

Conferral of permanent tenure shall be based on the faculty member's demonstrated professional competence, his potential for future contributions, and institutional needs and resources. Permanent tenure may be conferred only by action of the President and the Board of Governors, or by such other agencies or officers as may be delegated such authority by the Board of Governors. A faculty member with permanent tenure shall be regarded as having tenure until retirement, resignation, or removal according to the provisions of Sections V and VI of these tenure regulations.

(1) Terms of Notice

The faculty member at the rank of professor or associate professor shall be notified not later than twelve months before the end of his fifth continuous year of employment whether he will be recommended for permanent tenure. The faculty member at the rank of assistant professor shall be given this notice not later than twelve months before the end of his seventh continuous year of employment.

An authorized leave of absence shall not count as a part of the faculty member's probationary period, but it shall not be considered to break the probationary period and thereby keep the employment from being continuous. Instead, an authorized leave of absence shall extend the period of a current probationary term of appointment by the length of time of the leave of absence.

A faculty member who has been notified by the Chancellor that permanent tenure will not be granted shall be offered a terminal appointment for one academic year. A decision and timely notification during the probationary period by the Chancellor not to reappoint a faculty member precludes the need for notification that permanent tenure will not be recommended.

(2) Early Conferral of Permanent Tenure

The Chancellor may recommend that a faculty member be granted permanent tenure at any time.

f. Promotion

Promotion is applicable only to instructors, assistant professors, and associate professors. Promotion shall be based primarily on the faculty member's demonstrated professional competence and achievement and then on his potential for future contribution and institutional needs and resources.

4. Initial Appointment with Permanent Tenure

A faculty member whose initial appointment is to a professorial rank with permanent tenure shall be regarded as having permanent tenure until retirement, resignation, or removal according to the provisions of Sections V and VI of this document. Final authority for approving any action that confers permanent tenure is in the President and the Board of Governors.

Reappointment of Faculty Beyond Normal Retirement Date

a. Retirement Policy for Members of the Faculty

Consistent with N.C.G.S. 135-5(a)(2), each member of the faculty shall automatically be retired on July 1 coincident with or next following his sixty-fifth birthday, without notice, except as herein provided.

b. Employment Beyond Age 65

(1) Conditions

A faculty member may be continued in employment past the retirement date specified in Section III C5a upon approval of the Chancellor and the Board of Trustees. Continuation in employment may be authorized only in exceptional circumstances and only in increments not exceeding one year. Continuation in full-time employment shall not extend beyond July 1 coincident with or next following the faculty member's seventieth birthday. Continuation in employment not exceeding half-time service shall not extend beyond July 1 coincident with or next following that person's seventy-second birthday. Any continuation in employment must be approved in accordance with the procedure stated in Section III D.

(2) Terms of Notice

Not later than twelve months before the retirement date specified in Section III C5a and not later than six months after any subsequent term of employment begins, the faculty member shall be given written notice either by his chairperson that his continuation is not to be effected or by the Chancellor that his continuation has been approved. Failure to give notice as herein required is not a basis for continuing employment.

(3) Continuation Revi[illegible]

The faculty member may request a review of the chairperson's and department faculty's recommendations by the chairperson's immediate supervisor. This request must be written and include a short, plain statement of facts that the faculty member believes supports his contention.

D. Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Nonreappointments, Promotions, and Conferral of Permanent Tenure

1. Initiation of Recommendations

Recommendations for appointment, reappointment, nonreappointment, promotion and conferral of permanent tenure shall be made by the department chairperson after consulting with the assembled faculty personnel committee.[2] The department chairperson shall give timely written notice to the faculty personnel committee when such procedures are to be initiated. The faculty personnel committee shall make a written recommendation which shall be given to the department's chairperson. A recommendation from the faculty personnel committee to the chairperson is advisory in nature, both to the chairperson and to his immediate administrative supervisor. The chairperson shall forward his recommendation and the recommendation of the faculty personnel committee to his immediate administrative supervisor.

---

[2] Faculty personnel committee is a generic term for the faculty in each department who are consulted on faculty personnel matters as defined in departmental codes.

2. Procedure for Concurring Recommendations

If the recommendations from the chairperson and the faculty personnel committee agree, the chairperson's supervisor shall either concur or not concur and then notify the chairperson and the committee of his recommendation and forward all recommendations to his immediate supervisor. This procedure shall be repeated at each administrative level until it reaches the Chancellor.

If the Chancellor decides not to recommend a reappointment, promotion, or permanent tenure, he shall give the faculty member being considered a simple, unelaborated, written statement of the decision. This decision is final except as it may later be reviewed in accordance with the provisions of Section IV (nonreappointment and denial of tenure) or the grievance procedure of Section VII (denial of promotion). If the Chancellor concurs in a recommendation that will confer permanent tenure, he shall consult with the Board of Trustees and, unless dissuaded, forward the recommendation to the President and the Board of Governors for final approval. The Chancellor shall submit all other recommendations for faculty appointments, reappointments, and promotions to the Board of Trustees for final approval unless that Board delegates to him the authority to give final approval.

3. Procedure for Nonconcurring Recommendations

If the recommendations from the chairperson and faculty personnel committee disagree, the chairperson's immediate supervisor shall seek resolution of the disagreement at the department level, shall notify the department chairperson and the committee chairperson of his recommendation, and shall forward the chairperson's and committee's recommendations and his own to his immediate supervisor. If the department chairperson and the faculty personnel committee do not agree, their conflicting recommendations shall be forwarded through each administrative level, together with the recommendation of the administrator at each level, until they reach the Chancellor. The personnel action shall then be handled in accordance with the procedures provided in Section III D2 above.

4. Channels for Administrative Review

If the department is in the College of Arts and Sciences, its recommendations are forwarded to the Dean of the College of Arts and Sciences and then to the Provost. The recommendations from professional schools that are under the direct supervision of the Provost's office shall be forwarded directly to the Provost. The recommendations of professional schools that are under the direct supervision of the Vice Chancellor for Health Affairs shall be forwarded directly to the Vice Chancellor for Health Affairs. After recommendations reach either the Provost or the Vice Chancellor for Health Affairs, they shall be forwarded to the Vice Chancellor and Dean, and then to the Chancellor.

E. Notice of Resignation

A faculty member should give prompt written notice of his resignation with its effective date to the Chancellor and to his chairperson, preferably not later than May 15 or thirty days after receiving notification of the terms of his continued employment for the following year, whichever date occurs later.

Section IV. PROCEDURE FOR APPEAL OF NOTICE OF NONREAPPOINTMENT OR NONCONFERRAL OF PERMANENT TENURE

A. Conference with Department Chairperson

Within five days[3] after receiving a written notice from the Chancellor of nonreappointment or nonconferral of permanent tenure, a faculty member may in writing request a private conference with his department chairperson to discuss whether the decision was based on any ground stated to be impermissible in Section 604 B of The Code of The University of North Carolina. This request shall be granted and the conference held forthwith, within five days after receipt of the request if possible. The chairperson shall report any new findings to the Chancellor.

Within ten days after the conference with the chairperson, the Chancellor shall give the faculty member a simple, unelaborated, written statement of whether the original decision remains in effect.

B. Conference with the Chancellor

Within five days after receiving notice that the original decision remains in effect, the faculty member may in writing request a conference with the Chancellor and other administrators responsible to him who have participated in the decision. This request shall be granted and the conference held forthwith, within five days after receipt of the request if possible.

Within ten days after this conference, the Chancellor shall give the faculty member a simple, unelaborated written statement of whether the original decision remains in effect.

C. Request for Review by Faculty Hearing Committee; Scope of Review

Within five days after he receives notice of an unfavorable action resulting from the conference with the Chancellor, the faculty member may request a hearing before the Faculty Hearing Committee, a standing committee of the Faculty Senate hereinafter referred to as the Hearing Committee. The Hearing Committee shall be composed of five members and five alternates elected by the Faculty Senate. Membership shall be limited to full-time faculty members without administrative appointment. The initial election of members and alternates on the Hearing Committee shall take place at the Faculty Senate meeting immediately after this provision is adopted. At the initial election, the Faculty Senate shall elect two members and two alternates for one-year terms, two members and two alternates for two-year terms, and one member and one alternate for three-year terms. When these and successive terms expire, members and alternates on the Hearing Committee shall be elected for three-year terms.

---

[3] Wherever it is used in Section IV, Section V, and Section VI, except where calendar day is specified, the word "day" shall mean any day except Saturday, Sunday, or an institutional holiday. In computing any period of time, the day in which notice is received shall not count but the last day of the period being computed shall be counted.

The Hearing Committee's review of the faculty member's case shall be limited solely to determining whether the decision not to reappoint or confer permanent tenure was based upon any of the grounds stated to be impermissible in Section 604 B of The Code of The University of North Carolina.

The request for review shall be written and addressed to the chairperson of the Hearing Committee. It shall specify the grounds upon which the faculty member contends that the decision was impermissibly based and shall include a statement of facts that the faculty member believes supports his contentions. Such a request constitutes on the faculty member's part: (a) a representation that he can support the contentions of his appeal, and (b) an agreement that the institution may offer in rebuttal of his contentions any relevant data within its possession.

The Hearing Committee shall consider the request and grant a hearing if it determines that (a) the request contains a contention that the decision was based upon impermissible grounds under Section 604 B of The Code and that (b) the facts suggested, if established, will support the contention. A denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten days after the request is received; the faculty member shall be given at least five days' notice of the hearing.

D. Conduct of Hearing

The hearing shall be conducted informally and in private with only the members of the Hearing Committee, the faculty member, the Chancellor or his delegate, and such witnesses as may be called in attendance, except that the faculty member and the Chancellor or his delegate may each be accompanied by a person of his choosing. A quorum for the hearing shall be five members or their alternates. Hearing Committee members who hold an appointment in the faculty member's department or school, who will testify as witnesses, or who have any other conflict of interest are disqualified from participating in this hearing; the Faculty Senate shall elect temporary members of the Hearing Committee when necessary to assure conformity with this requirement. If he requests it, a tape recording of the proceedings shall be made and a copy provided to the faculty member. The committee shall consider only such evidence as is presented at the hearing and only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the committee members, the faculty member, the Chancellor or his delegate, and the representatives of the faculty member and the Chancellor. Except as herein provided, the conduct of the hearing is under the committee chairperson's control.

E. Hearing Procedure

The hearing shall begin with the faculty member's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such evidence as he desires to offer. When the faculty member has concluded this presentation, the Hearing Committee shall recess to consider whether he has established a prima facie case. If it determines that the contention has not been so established, it shall notify the parties of its conclusion and thereupon terminate the proceedings. Such termination confirms the decision not to reappoint or not to confer permanent tenure. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The Chancellor or his delegate may then present in rebuttal of the faculty member's contentions or in general support of the decision not to renew or not to confer permanent tenure such testimony or documents as he desires to offer, including his own testimony.

Both parties shall be allowed one further rebuttal.

At the end of such presentations the Hearing Committee shall consider the matter in executive session. The burden shall be upon the faculty member to satisfy the committee that his contention is true.

F. Procedure after Hearing

If the Hearing Committee determines that the faculty member's contention has not been established, it shall, by a simple, unelaborated statement, so notify him, the department chairperson, and the Chancellor. Such a determination confirms the decision not to reappoint or not to confer permanent tenure. If the Hearing Committee determines that the faculty member's contention has been satisfactorily established, it shall so notify him, the department chairperson, and the Chancellor by a written notice that shall also include a recommendation for corrective action by the Chancellor.

Within five days after receiving such a recommendation, the Chancellor shall notify the faculty member, the faculty member's chairperson, and the chairperson of the Hearing Committee what modification, if any, he will make with respect to the original decision not to reappoint or confer permanent tenure.

The faculty member may appeal an adverse decision in the manner provided by Section 501 C(4) of The Code of The University of North Carolina.

Section V. DUE PROCESS BEFORE DISCHARGE OR THE IMPOSITION OF SERIOUS SANCTIONS

A. Penalties

A faculty member, who is the beneficiary of institutional guarantees of tenure, shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty.[4] These penalties may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to nonreappointment (Section IV) or termination of employment (Section VI).

B. Notice

The Cha[illegible] his delegate shall send the faculty member by registered ma[illegible] receipt requested, a written statement of intention to discharge him. The statement shall include notice of the faculty member's right, upon request, to both written specification of the reasons for the intended discharge and a hearing by the Due Process Committee (Section V E).

C. Discharge without Recourse

If, within ten days after he receives the notice referred to in Section V B above, the faculty member makes no written request for either a specification of reasons or a hearing, he may be discharged without recourse to any institutional grievance or appellate procedure.

D. Specification of Reasons and Hearing Request

If, within ten days after he receives the notice referred to in Section V B above, the faculty member makes written request, by registered mail, return receipt requested, for a specification of reasons, the Chancellor or his delegate shall supply such specification in writing by registered mail, return receipt requested, within ten days after receiving the request. If the faculty member makes no written request for a hearing within ten days after he receives the specification, the faculty member may be discharged without recourse to any institutional grievance or appellate procedure.

E. Due Process Committee

If the faculty member makes a timely written request for a hearing, the Chancellor or his delegate shall insure that the hearing is accorded before the Due Process Committee. The Due Process Committee, elected by the Faculty Senate at its first meeting in each academic year, shall be composed of five members and five alternates, all of whom must be members of the regular teaching faculty who hold permanent tenure. At the initial election, the Faculty Senate shall elect three members and three alternates for two-year terms and two members and two alternates for one-year terms. When these and successive terms expire, members and alternates shall be elected for two-year terms. An alternate serves when a regular member (a) is ill, on leave, or off the campus for protracted length of time; (b) is the dean of the college or school or chairperson of the department in which the faculty member is employed; (c) wishes to disqualify himself; or (d) is challenged by the assused, not to exceed two challenges.

---

[4] Retirement for reason of disability shall be in accordance with North Carolina statutes and regulations governing retirement for faculty who are members of the state retirement system. A faculty member who is not a member of the state retirement system and who is mentally or physically disabled, but refuses to retire, may be discharged because of that disability only in accordance with the procedures of this section.

The hearing shall be on the written specification of reasons for the intended discharge. The Due Process Committee shall accord the faculty member twenty days from the time it receives his written request for a hearing to prepare his defense. The Due Process Committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member.

F. Conduct of Hearing

The hearing shall be closed to the public unless the faculty member and the Due Process Committee agree that it may be open. The faculty member shall have the right to counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at the institution's expense.

The Chancellor, or his delegate or counsel, may participate in the hearing to present evidence, cross-examine witnesses, and make argument.

In reaching decisions on which its written recommendations to the Chancellor shall be based, the committee shall consider only the evidence presented at the hearing and such written and oral arguments as the committee, in its discretion, may allow. The committee shall make its written recommendations to the Chancellor within ten days after its hearing concludes.

G. Appeal

If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his decision shall be final. If the Chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the Chancellor's decision to the Board of Trustees. This appeal shall be transmitted through the Chancellor and be addressed to the Chairman of the Board. Notice of appeal shall be filed within ten days after the faculty member receives the Chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the Due Process Committee, but it may, in its discretion, hear such other evidence as it deems necessary, with the opportunity for rebuttal. The Board of Trustees' decision shall be made within forty-five days after the Chancellor has received the faculty member's request for an appeal to the Trustees. This decision shall be final except that the faculty member may, within ten days after receiving the Trustees' decision, file a written petition for review with the Board of Governors if he alleges that one or more specified provisions of The Code of The University of North Carolina have been violated. Any such petition to the Board of Governors shall be transmitted through the President, and the Board shall, within forty-five days, grant or deny the petition or take such other action as it deems advisable. If it grants the petition for review, the Board's decision shall be made within forty-five days after it has notified the faculty member that it will review the petition.

H. Suspension

When a faculty member has been notified of the institution's intention to discharge him, the Chancellor may suspend him at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay.

Section VI. TERMINATION OF FACULTY EMPLOYMENT

A. Reasons Justifying Termination and Consultation Required

1. Reasons for Terminating Employment

The employment of a faculty member with permanent tenure or of a faculty member appointed to a fixed or probationary term may be terminated by East Carolina University because of (1) demonstrable, bona fide institutional financial exigency; or (2) major curtailment or elimination of a teaching, research, or public service program. Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research, or public service program shall be made by the Chancellor, after consulting with the academic administrative officers and faculties as required by Section VI A2 below. This determination is subject to concurrence by the President and then approval by the Board of Governors. If the financial exigency or curtailment or elimination of program is such that the institution's contractual obligation to a faculty member cannot be met, the employment of the faculty member may be terminated in accordance with the institutional procedures set out in subsection B below.

2. Consultation with Faculty and Administrative Officers

When it appears that the institution will experience an institutional financial exigency or when it is considering a major curtailment in or elimination of a teaching, research, or public service program, the Chancellor or his delegate shall first seek the advice and recommendations of the Committee on Educational Policies and Planning, the academic administrative officers, and the faculties of the departments or other units that might be affected.

After a decision has been made to consider reducing a department's staff for reasons of financial exigency or major curtailment or elimination of a program, the Chancellor shall promptly establish and convene an ad hoc Faculty Advisory Committee on Termination of Faculty Employment and Programs to advise the Chancellor regarding the contemplated reduction. Whenever such a committee is created, it shall consist of two members and two alternates elected by the department affected; the chairperson of the department affected as an ex officio member; and four members and four alternates from disciplines complementary to the department affected, selected by the University Curriculum Committee, subject to the approval of the Faculty Senate. Except for the ex officio member, membership on an ad hoc advisory committee shall be limited to full-time faculty without administrative rank.

B. Termination Procedure

1. Considerations In Determining Whose Employment Is To Be Terminated

In determining which faculty member's employment is to be terminated for the reasons set forth in Section VI A1, consideration shall be given to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

2. Timely Notice of Termination

a. When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research, or public service program and such curtailment or elimination of program is not founded upon financial exigency, the faculty member shall be given timely notice as follows: One who has permanent tenure shall be given not less than twelve months' notice; and one who does not have permanent tenure shall be given notice in accordance with the requirements specified in Section III C3c.

b. When a faculty member's employment is to be terminated because of financial exigency, the institution will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in the preceding paragraph.

c. For a period of two years after the effective date of termination of a faculty member's contract for any of the reasons specified in Section VI A1, the institution shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer shall be made by registered mail to the address last furnished the Chancellor's office, return receipt requested, and the faculty member will be given thirty calendar days after he receives the notice in which to accept or reject the offer.

The offer to resume a terminated position shall provide for tenure status, rank, and salary at least equal to those held by the faculty member at the time of his termination.

d. The institution, when requested in writing by a faculty member whose employment has been terminated, shall give him reasonable assistance in finding other employment.

3. Type of Notice To Be Given

The Chancellor or his delegate shall send the faculty member whose employment is to be terminated a written statement of this fact by registered mail, return receipt requested. This notice shall include a statement of the conditions requiring termination of his employment, a general description of the procedures followed in making the decision, a disclosure of pertinent financial or other data upon which the decision was based, a statement of the faculty member's right, upon request, to a reconsideration of the decision by a faculty committee if he alleges that the decision to terminate his employment rather than another faculty member's employment was arbitrary or capricious, and a copy of this procedure on termination of employment.

4. Termination If Reconsideration Is Not Requested

If, within ten days after he receives the notice required by Section VI B3 above, the faculty member makes no written request for a reconsideration hearing, his employment will be terminated at the date specified in the notice given pursuant to Section VI B3, and without recourse to any institutional grievance or appellate procedure.

5. Request For Reconsideration Hearing

Within ten days after receiving the notice required by Section VI B3, the faculty member may request by registered mail, return receipt requested, a reconsideration of the decision to terminate his employment if he alleges that the decision was arbitrary or capricious. The request shall be submitted to the Chancellor and shall specify the grounds upon which it is contended that the decision to terminate his employment was arbitrary or capricious and shall include a short, plain statement of facts that the faculty member believes support the contention.

Submission of such a request constitutes on the part of the faculty member: (1) a representation that he can support his contention by factual evidence, and (2) an agreement that the institution may offer in rebuttal of his contention any relevant data within its possession.

6. Structure And Jurisdiction of the Reconsideration Committee

If the faculty member makes a timely written request for a reconsideration of the decision, the Chancellor or his delegate shall insure that the hearing is accorded before a standing committee of the Faculty Senate, the Committee on Reconsideration of Faculty-Program Termination Decisions, hereinafter called the Reconsideration

Committee. The Reconsideration Committee shall be composed of five members and five alternates elected by the Faculty Senate. Membership shall be limited to full-time faculty members without administrative rank. The initial election of members and alternates on the Reconsideration Committee shall take place at the Faculty Senate meeting immediately following adoption of this provision. At the initial election, the Faculty Senate shall elect two members and two alternates for one-year terms, two members and two alternates for two-year terms, and one member and one alternate for three-year terms. When these and successive terms expire, members and alternates shall be elected for three-year terms.

A quorum for purposes of conducting a hearing by the Reconsideration Committee shall be five members or their alternates. No member or alternate shall sit to hear a faculty member's case if he holds appointment in the faculty member's department, participated directly in the decision to terminate the faculty member's employment, or has any other substantial conflict of interest. The Faculty Senate shall elect temporary members to the Reconsideration Committee when necessary to assure conformity with this requirement.

7. Conduct of Hearing

The hearing shall be conducted informally and shall be closed to the public. The faculty member and the Chancellor have the right to legal counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence. The faculty member and the Committee shall be given access, upon request, to documents that were used in making the decision to terminate the faculty member's employment after the decision was made that the position must be terminated. At his request, a transcript of the proceedings shall be given to the faculty member at the institution's expense. The Committee may consider only such evidence as is presented at the hearing and need consider only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the members of the committee. Except as herein provided, the conduct of the hearing is under the control of the committee chairperson.

8. Hearing Procedure

The hearing shall begin with the faculty member's presentation of contentions, limited to those grounds specified in the request for hearing and supported by such proof as he desires to offer. The Chancellor or his representative may then present in rebuttal of the faculty member's contentions, or in general support of the decision to terminate his employment, such testimonial or documentary proofs as he desires to offer, including his own testimony.

At the end of this presentation, the Reconsideration Committee shall consider the matter in executive session and shall make its written recommendations to the Chancellor within ten days after its hearing concludes. The burden is on the faculty member to satisfy the committee that his contention is true to a substantial certainty.

9. Procedure After Hearing

If the Reconsideration Committee determines that the contention of the faculty member has not been established, it shall, by a simple, unelaborated statement, so notify him and the Chancellor. The faculty member may then appeal the decision to terminate his employment in the manner provided by Section 501 C(4) of The Code of The University of North Carolina.

If the Reconsideration Committee determines that the faculty member's contention has been satisfactorily established, it shall so notify him and the Chancellor by a written notice that shall also include a recommendation for corrective action by the Chancellor.

Within ten days after receiving the recommendation, the Chancellor shall send written notice to the faculty member and the chairperson of the Reconsideration Committee stating what modification, if any, he will make with respect to the original decision to terminate the faculty member's employment. If the Chancellor fails to reverse the original decision the faculty member may appeal the termination in the manner provided by Section 501 C(4) of The Code of The University of North Carolina. If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his decision is final.

Section VII. THE FACULTY GRIEVANCE COMMITTEE

A. Structure and Jurisdiction

When it considers a faculty grievance, the Faculty Affairs Committee shall serve as the Faculty Grievance Committee. It shall consist of six faculty members and two alternate members, with representation from each professorial rank, elected by the faculty, plus the Chairperson of the Faculty or, as his delegate, the Vice Chairperson of the Faculty, ex officio. However, a faculty member who holds the rank of instructor is not eligible to serve on the Faculty Grievance Committee in any capacity. Furthermore, no officer of administration shall serve on the committee. For purposes of this section, "officer of administration" shall be deemed to include department chairperson.

B. Authorization and Powers

The Faculty Grievance Committee shall be authorized to hear, mediate, and advise with respect to the adjustment of grievances of members of the faculty. Its powers shall be solely to hear representations by the persons directly involved in a grievance, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the Chancellor only after the dean, department chairperson, or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.

C. Grievances

Grievances within the committee's province shall include matters

135

directly related to a faculty member's employment status and institutional relationships within East Carolina University. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member's employment, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee.

D. Petition for Redress

Any faculty member who feels that he has a grievance may petition the Faculty Grievance Committee in writing for redress. The petition shall set forth in detail the nature of the grievance and against whom it is directed. It shall contain any information that the petitioner considers pertinent to his case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

E. Report of Recommendations

The Faculty Grievance Committee shall report its recommendations to the department chairperson or other administrative official most directly empowered to adjust it with a copy to the faculty member bringing the grievance. If the chairperson (or other administrative official most directly empowered to adjust it) does not act upon the grievance within a reasonable time and in a way considered appropriate by the Faculty Grievance Committee, the committee may notify the Chancellor of the recommendation it has made to the chairperson (or other administrative official most directly empowered to adjust it) with a copy to the faculty member and the Chairperson of the Faculty. Within thirty days, the Chancellor shall notify in writing the faculty member, the chairperson, and the Chairperson of the Faculty of the administrative action on the committee's recommendation(s). If the administrative action differs from the committee's recommendation, the Chancellor shall notify the faculty member, other appropriate administrative officials, and the Chairperson of the Faculty of the reasons for his decision. All communication concerning the committee's recommendations shall be in writing, shall be treated with the utmost discretion, and shall be held in confidence by all parties involved.

F. Further Appeal

If the Chancellor declines to accept a committee recommendation that is favorable to the faculty member, the faculty member may appeal the Chancellor's decision in the manner prescribed by Section 501 C(4) of The Code of The University of North Carolina.

Section VIII. EFFECTIVE DATE

A. These policies and regulations supersede all other institutional documents governing the matters covered herein.

B. Except as otherwise provided below, all provisions of these policies and regulations shall become operative (with respect to all existing and all future faculty appointments) on June 1, 1976.

1. The third and fourth sentences of Section III C3a regarding the ineligibility of instructors for permanent tenure and the separation of instructors not promoted to assistant professor before the end of their probationary period shall not apply to those appointed to the rank of instructor before the effective date of these policies and regulations. The probationary term of instructors appointed before these policies and regulations became effective shall continue to be five years. This exception neither requires nor precludes promotion to assistant professor nor the recommendation of the conferral of permanent tenure at the end of the probationary period, but leaves the decision to be made as under the policies and regulations formerly applying.

2. Section III C3e(1), dealing with the length of probationary terms for those in the ranks of professor, associate professor, and assistant professor, shall not apply to those appointed before the effective date of these policies and regulations. The probationary term of assistant professors appointed before these policies and regulations became effective shall continue to be five years. The probationary term of associate professors and professors appointed before these policies and regulations became effective shall continue to be three years. These exceptions neither require nor preclude the recommendation of the conferral of permanent tenure at the end of the probationary period, but leave the decision to be made as under the policies and regulations formerly applying.

3. The provisions of Section III C5 shall apply with respect to all those who, upon the effective date, have attained normal retirement age and are in continued terms of employment, as well as to those who attain normal retirement age after the effective date.

4. The provisions of Section VII (the Faculty Affairs Committee as the Grievance Committee for the Faculty of East Carolina University) shall apply only to those appeals arising thereunder after the effective date of these policies and regulations. Appeals that arose before that date shall continue to be processed under the rules and regulations in effect before the effective date of these policies and regulations.

APPENDIX E

ACADEMIC FREEDOM

APPENDIX E

ACADEMIC FREEDOM

The East Carolina University faculty and administration believe that in writing or speaking each member of the faculty has the same rights and duties as any other citizen. They believe also that each faculty member in exercising his or her right of free speech must realize that in the minds of many people he or she occupies a representative position and that in consequence the reputation of the University lies partly in his or her hands. Therefore, it is his or her duty to safeguard the reputation of the University and of his or her colleagues with special care.

East Carolina University accepts the following statement of principles made in 1940 by the American Association of University Professors:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to his or her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a person of learning and an educational officer, he or she should remember that the public may judge his or her profession and his or her institution by his or her utterances. Hence he or she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that he or she is not an institutional spokesperson.

East Carolina University also accepts the following statement concerning "Professors and Political Activity" made in 1969 by the American Association of University Professors:

The college or university faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he or she is able to do so consistently with his or her obligations as a teacher and scholar.

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the professor seek a leave of absence from his or her college or university.

In recognition of the legitimacy and social importance of political activity by faculty members, universities and colleges should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangments may include the reduction of the faculty member's work-load or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

A faculty member seeking leave should recognize that he or she has a primary obligation to his or her institution and to his or her growth as an educator and scholar; he or she should be mindful of the problems which a leave of absence can create for his or her administration, his or her colleagues, and his or her students; and he or she should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his or her favor are made, such as a reduction of work-load, he or she should expect them to be limited to a reasonable period.

A leave of absence incident to political activity should come under the institution's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

APPENDIX F

GRADUATE SCHOOL ORGANIZATION

APPENDIX F

GRADUATE SCHOOL ORGANIZATION

I. The Graduate Faculty

A. Functions and Jurisdictions

The Graduate Faculty exercises the authority within the University for development of general policies and procedures for all graduate courses and programs. The Graduate Faculty may modify this instrument, "Graduate School Organization" directly or through the Graduate Council.

B. Membership

Each member of the Graduate Faculty is selected by the Graduate Council on the nomination of his or her Chairperson or Dean and the recommendation of the Graduate Faculty Committee. Upon nomination of a Chairperson or Dean and recommendation of the Graduate Faculty Committee a person may be authorized by the Council to serve in graduate programs without being a member of the Graduate Faculty; and there are three categories in which such authorizations may be made: Associate Graduate Faculty member, Adjunct Graduate Faculty member, and Adjunct Associate Graduate Faculty member. Bases for the various categories follow.

A Graduate Faculty member should hold the highest earned degree in his or her field, should be a productive and creative scholar, and have demonstrated competence in teaching at the graduate level. Scholarly productivity requires contributions to the discovery, development, and refinement of knowledge and techniques in one's field of expertise, usually resulting in publications or other tangible products for evaluation and criticism by peers. In some cases, extensive professional experience, high productivity or successful competition for research grants may substitute for the highest earned degree. A Graduate Faculty member who has not been involved in a graduate program for five years by teaching a graduate course, by directing research, or by being active in an administrative capacity on the graduate level shall be removed from the category of Graduate Faculty member upon certification to the Council by the departmental chairperson or dean as appropriate. A Graduate Faculty member may be removed earlier by action of the Graduate Council. A person who is removed is eligible to apply for reinstatement in the category of Graduate Faculty.

An Associate Graduate Faculty member should be a person who wishes to teach specific courses or direct research for a limited period of time. The term of this appointment shall be for three years renewable only once ordinarily. A person appointed to this category shall have the potential for becoming a Graduate Faculty member, and shall show evidence of possessing those characteristics of scholarship and/or productivity required for ultimate appointment to the Graduate Faculty. A second appointment as an Associate Graduate Faculty member shall be predicated upon reasonable evidence of progress toward qualifications for the category of Graduate Faculty.

An Adjunct Graduate Faculty member must meet the same qualifications as the Graduate Faculty and the Adjunct Associate appointees must meet those qualifications for the Associate Graduate Faculty. Second and subsequent appointments as an Adjunt Associate member must be predicated upon successful teaching experience on the graduate level in the specialized area for which the adjunct appointment is made realizing that most adjunct personnel will teach no more than one or two courses per year.

While Associate and Adjunct personnel do not vote with the Graduate Faculty on University-wide issues and may not serve on the Council except as indicated (II, B, 1) below, it is assumed that each School and Department will encourage full participation of these people in decision making and planning relating to the graduate programs in which they are involved.

C. Meetings

The Graduate Faculty may meet in plenary session. Meetings may be called by the chairperson, the Council, or upon petition of the Graduate Faculty as indicated below (II, A.1). Notice of a plenary session with time, place, and agenda, will be distributed to members of the Graduate Faculty at least a full week prior to the meeting.

One half or more of the Graduate Faculty will constitute a quorum for purposes of transacting such business as appears on the printed agenda. A simple majority of those Graduate Faculty members in attendance, shall govern unless decision to the contrary is made prior to a ballot. When a quorum is not present at a called meeting, agenda items will be referred to the Council for action.

A plenary session shall be conducted according to the most recent edition of Robert's Rules of Order. Minutes shall be kept and distributed to all members of the University faculty not later than 10 days following the session.

D. Canvas

Business and opinion polls may be conducted through canvas of the Graduate Faculty by the chairperson when approved by the Graduate Council. Ballots or other materials will be addressed to each Graduate Faculty member and sent through campus mail or delivered by messengers. To transact business through a canvas at least one-half of the total Graduate Faculty must return ballots. A simple majority shall govern unless the Graduate Council establishes a different criterion when it approves a canvas.

When the Graduate Faculty is canvased in this manner each ballot will provide space in which each member can indicate his or her preference for a plenary session dealing with the issue to be decided. If 15% or more of the Graduate Faculty indicates preference for a session, the canvas will be nullified; and a plenary session will be called.

II. The Graduate Council

A. Functions and Jurisdictions

1. The Council, acting for the Graduate Faculty, will make decisions concerning procedural matters and policy matters except that such matters may be referred to the Graduate Faculty at the direction of the Council, the Chairperson of the Graduate Faculty, or as the result of a petition signed by at least 15% of the members of the Graduate Faculty.

2. There will be five standing committees of the Council as described below. In addition special committees will be established as needs dictate.

   The term of office for elected Graduate Faculty members of standing committees shall be three years, and no member of the Council may serve on more than two standing committees. The term of office for student members of committees shall be one year.

   Routinely, nominations for committee membership will be presented to the Council in April; and members will be elected in May. Irregular vacancies will be filled through like nomination and election as need dictates.

   a. Policies Committee (administrative)
      Composition: The Vice Chancellor for Administration and Planning, the Dean of the Graduate School, the Chairperson of each standing committee of the Graduate Council, an elected representative from the Advisory Council of Graduate Students, four members from the Graduate Council (elected by the Council), and two non-Council members from the Graduate Faculty (elected by the Council) compose the Policies Committee. The chairperson of this committee is elected by the committee members.

      Responsibilities: This committee considers matters relating to administrative policy and procedures of the Graduate School not under the jurisdiction of other committees. It receives suggestions and recommendations from the Graduate Council, at large Graduate Faculty, committee members, students and others. It reports to the Graduate Council recommending for or against new policies or suggested modifications of existing policies. It may request the Graduate Council to form a special committee to conduct additional study or develop a proposal on some issue, or it may request that the Council refer a matter to the Graduate Faculty. Also, the policies committee functions as the committee on committees of the Council. It conducts interest surveys and makes nominations for positions on standing committees.

   b. Graduate Faculty Committee
      Composition: Seven members of the Graduate Council (elected by the Council), and two non-Council members of the

- Graduate Faculty (elected by the Council) compose this committee. The chairperson is elected by the committee members.

Responsibilities: The Graduate Faculty Committee shall examine, for the Graduate Council, the recommendations from the schools and departments for persons to become Members, Associate members or Adjunct members of the Graduate Faculty. The committee shall recommend to the Council those persons whom it determines to satisfy the criteria for Graduate Faculty membership that are established by the Graduate Council. Also, this committee reviews recommendations for removal of members from the Graduate Faculty and advises the Council of the conclusions prior to Council action on the recommendation. The committee shall recommend to the Council changes in the criteria for Graduate Faculty, Associate and Adjunct personnel that seem prudent. The committee shall review, as appropriate, procedures for the nomination and election of members of the Graduate Faculty, and removal of Members from the Graduate Faculty and make recommendations to the Council.

c. Curriculum Committee
Composition: Seven members of the Graduate Council (elected by the Council), two non-Council members of the Graduate Faculty (elected by the Council), and an elected representative from the Advisory Council of Graduate Students, compose this committee. The chairperson is elected by the committee members.

Responsibilities: The Curriculum Committee reviews and makes recommendations to the Council on new graduate programs, proposed graduate and senior-graduate courses, changes in existing graduate and senior-graduate courses and programs, and on courses entered and courses withdrawn from the Curriculum Bank. The committee shall review and revise, as appropriate, procedures relating to matters for which it is responsible.

d. Committee on Student Admission and Retention
Composition: This committee is composed of three members of the Graduate Council (elected by the Council), two non-Council members of the Graduate Faculty (elected by the Council), and the Associate Dean of the Graduate School. The committee is permanently chaired by the Associate Dean of the Graduate School.

Responsibilities: The Admission and Retention Committee is expected to keep university admission guidelines under review and whenever appropriate, in its judgment, recommend changes to the Graduate Council. It also receives proposals for such changes from schools or departments and may on the basis of such proposals recommend changes in admission guidelines to the Graduate Council. It also studies and may recommend to the Graduate Council changes or revisions in the university standard for retention of students in graduate programs. The committee regularly reviews and acts upon the applications of all students to graduate degree programs who are recommended for admission by schools or departments but whose credentials do not meet minimum university admission requirements. The committee is empowered to receive and act upon petitions for reinstatement of students who are disqualified in graduate programs but only in those instances where such petitions are favorably supported by schools or departments. The committee is empowered to hear and act upon disciplinary cases involving graduate students pursuant to the recommendation of schools or departments.

e. Credits Committee
Composition: This committee shall be composed of three members of the Graduate Council (elected by the Council), two non-Council members of the Graduate Faculty (elected by the Council) and the Associate Dean of the Graduate School. The chairperson is elected by the committee members.

Responsibilities: The committee is broadly empowered to review and decide upon school or departmental petitions concerning any exceptions to Graduate Council regulations (as stated in the Graduate Bulletin) that relate to the application of course and program credit. Also, it shall review and decide upon school or departmental recommendations for time extensions for completion of graduate degree programs. The committee shall review and study current regulations of the Graduate Council related to credit matters and make timely and appropriate recommendations for changes in existing regulations.

3. This instrument, "Graduate School Organization," may be altered by the Graduate Council. A two-thirds majority vote of Council membership is required for alteration.

B. Membership

1. Each Department of the College of Arts and Sciences having a graduate degree program, and each Professional School having a graduate degree program will elect at least once every four years one representative and one alternate representative to the Graduate Council. The representative and the alternate representative must be Graduate Faculty members except that an Associate member may represent a department or school during the first year that it offers a graduate degree. While serving this capacity an Associate member has a vote in the Council, in the Graduate Faculty and on those committees served.

2. The following persons shall be ex officio members with voting privileges.

   a. Chancellor of the University
   b. Vice Chancellor for Administration and Planning

c. Vice Chancellor for Academic Affairs
d. Vice Chancellor for Health Affairs
e. Dean of the Graduate School
f. Dean of Admissions
g. Dean of Continuing Education
h. Associate Dean of the Graduate School

3. The two co-chairpersons from the Advisory Council of Graduate Students.

4. One member of the Faculty Senate who is a Graduate Faculty member and is elected or appointed according to the will of the Senate shall serve on the Council.

C. Meetings

The Council will generally meet monthly to consider current matters and to hear and act upon committee reports and recommendations. A quorum for the purpose of conducting business is two-thirds of the membership of the Council exclusive of ex-officio members. When a quorum is present, official action may be taken by a majority vote of the members present. If an elected member of the Council cannot attend, his/her elected alternate shall attend. An ex-officio member may appoint an alternate to attend a specific meeting. Such alternates shall have full voting power.

Meetings of the Council shall be conducted according to the most recent edition of Robert's Rules of Order. Minutes will be taken for each meeting and distributed to the Graduate Faculty within 10 days following the meeting.

III. Graduate Student Advisory Council

Composition: The Graduate Student Advisory Council shall be composed of currently enrolled graduate student representatives from each professional school and from each department in the College of Arts and Sciences offering graduate degrees.

Functions

1. The Advisory Council shall elect co-chairpersons from its membership who shall in turn serve on the Graduate Council. In addition the Council shall elect from its membership student representatives to serve on the Policies Committee and the Curriculum Committee as previously noted in the composition of those committees.

2. The Advisory Council shall serve as a student liaison between the Graduate School and the schools and departments by providing a forum through which concerns common to graduate students can be brought to the attention of the Dean and Associate Dean of the Graduate School.

3. Dates of meetings are set and agenda is developed by the Council.

IV. The Dean

A. Functions and Jurisdiction

The Dean shall be the chief executive officer of the Graduate School and chairperson of the Graduate Faculty and Graduate Council. He or she shall be available to advise and assist schools and departments in the planning, and development of their graduate programs. He or she shall be specifically responsible for coordinating with the General Administration of the University all new program proposals advanced by schools and departments.

The Dean shall be responsible for the implementation and execution of policies, rules, regulations and procedures established by the Graduate Faculty and the Graduate Council. He or she is expected to articulate both the current status and the short term and long term concerns and objectives of graduate education at the University and to offer timely and appropriate recommendations for its improvement and greater efficiency in meeting the needs of its constituents.

The Dean shall be responsible for the operation of the Graduate School office including the preparation of its annual budget, spending of funds, utilization of allocated office space, assignments of responsibilities to staff, and the establishment of office procedures for effective implementation of all administrative tasks performed by the Graduate School Office.

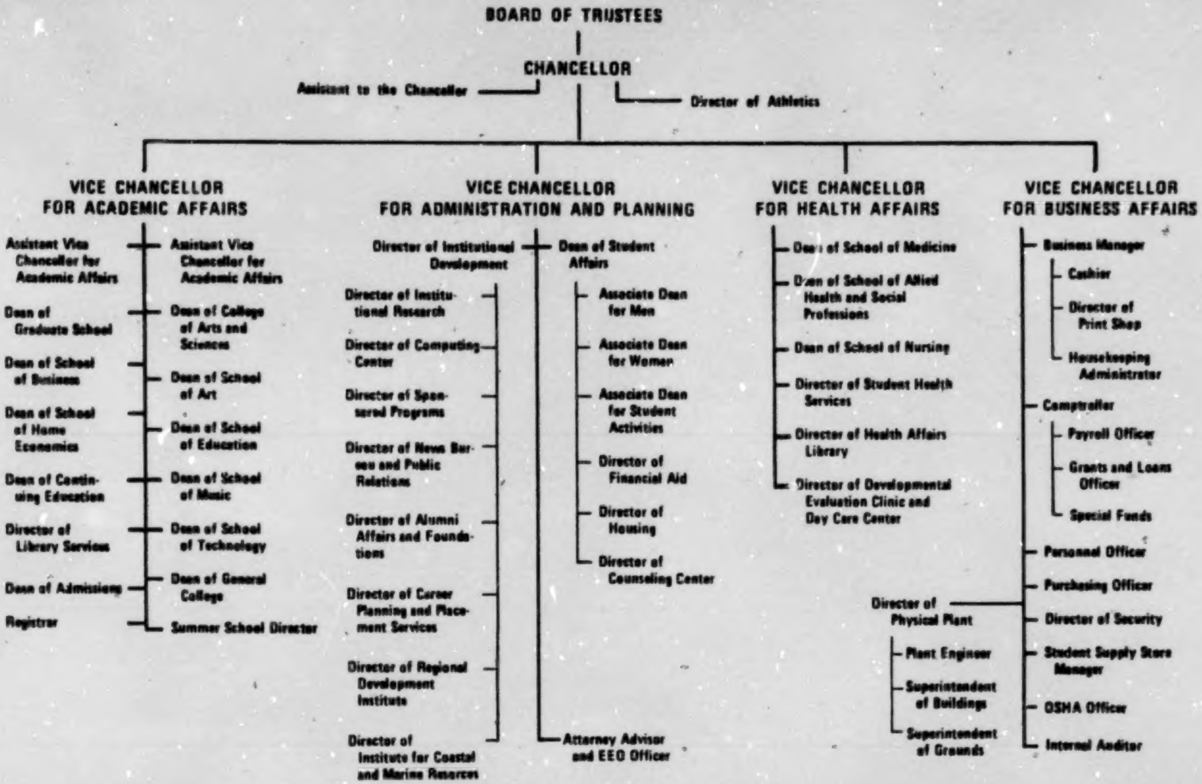
The Dean shall develop procedures for consultation with other units of the University, and extramural academic, professional, governmental, and community groups.

APPENDIX G

ORGANIZATIONAL CHART FOR EAST CAROLINA UNIVERSITY

APPENDIX C

ORGANIZATIONAL CHART FOR EAST CAROLINA UNIVERSITY


BOARD OF TRUSTEES
CHANCELLOR
Assistant to the Chancellor
Director of Athletics
VICE CHANCELLOR FOR ACADEMIC AFFAIRS
Assistant Vice Chancellor for Academic Affairs
Assistant Vice Chancellor for Academic Affairs
Dean of Graduate School
Dean of College of Arts and Sciences
Dean of School of Business
Dean of School of Art
Dean of School of Home Economics
Dean of School of Education
Dean of Continuing Education
Dean of School of Music
Director of Library Services
Dean of School of Technology
Dean of Admissions
Dean of General College
Registrar
Summer School Director
VICE CHANCELLOR FOR ADMINISTRATION AND PLANNING
Director of Institutional Development
Director of Institutional Research
Director of Computing Center
Director of Sponsored Programs
Director of News Bureau and Public Relations
Director of Alumni Affairs and Foundations
Director of Career Planning and Placement Services
Director of Regional Development Institute
Director of Institute for Coastal and Marine Resources
Dean of Student Affairs
Associate Dean for Men
Associate Dean for Women
Associate Dean for Student Activities
Director of Financial Aid
Director of Housing
Director of Counseling Center
Attorney Advisor and EEO Officer
VICE CHANCELLOR FOR HEALTH AFFAIRS
Dean of School of Medicine
Dean of School of Allied Health and Social Professions
Dean of School of Nursing
Director of Student Health Services
Director of Health Affairs Library
Director of Developmental Evaluation Clinic and Day Care Center
VICE CHANCELLOR FOR BUSINESS AFFAIRS
Business Manager
Cashier
Director of Print Shop
Housekeeping Administrator
Comptroller
Payroll Officer
Grants and Loans Officer
Special Funds
Personnel Officer
Purchasing Officer
Director of Physical Plant
Plant Engineer
Superintendent of Buildings
Superintendent of Grounds
Director of Security
Student Supply Store Manager
OSHA Officer
Internal Auditor

PREPARED BY THE OFFICE OF INSTITUTIONAL RESEARCH, 3-1-77

APPENDIX H

RESOLUTION OF THE BOARD OF GOVERNORS CONCERNING THE EMPLOYMENT OF RELATED PERSONS

WHEREAS, decisions concerning the employment, evaluation, promotion and compensation of academic personnel should be based in every instance on considerations of individual merit, and

WHEREAS, favoritism based on family relationships between employees derogates from the merit principle of employment, and

WHEREAS, the risk of occurrence of such favoritism can be avoided most effectively by the advance establishment of general restrictions against the creation of situations where such favoritism could be operative; and

WHEREAS, a common policy concerning the employment of relatives, applicable to personnel practices at all constituent institutions of The University of North Carolina, is desirable,

NOW THEREFORE, The Board of Governors herewith adopts the following UNIVERSITY POLICY CONCERNING THE CONCURRENT EMPLOYMENT OF RELATIVES

A. Basic Principles

Consistent with the principle that University employees and prospective employees shall be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to institutional personnel who are not subject to the State Personnel Act:

1. Related persons shall not serve concurrently within the institution in any case where one such relative would occupy a position having responsibility for the direct supervision of the other relative.
2. With respect to proposed employment decisions which would result in the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment) a relative may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the relative.
3. With respect to the concurrent service of related persons within the same academic department (or other comparable institutional subdivision of employment), neither relative shall be permitted, either individually or as a member of a faculty or as a member of a committee of a faculty, to participate in the evaluation of the other relative.

B. Definition of "Related Persons"

The following relationships are sufficiently immediate to invoke the prohibitions against concurrent service of related persons:

1. Parent and child
2. Brothers and sisters

3. Grandparent and grandchild
4. Aunt and/or uncle and niece and/or nephew
5. First cousins
6. Step-parent and step-child
7. Step-brothers and step-sisters
8. Husband and wife
9. Parents-in-law and children-in-law
10. Brothers-in-law and sisters-in-law
11. Guardian and ward

C. Effective Date

The provisions of this policy shall be applicable prospectively only, with reference to appointments made after the adoption date of the policy.

D. Employees Subject to the State Personnel Act

With respect to University employees who are subject to the State Personnel Act, applicable restrictions concerning the concurrent service of related persons shall be those adopted by the State Personnel Board.

E. Each Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

152

THERE IS NO APPENDIX I

APPENDIX J

INFORMAL FACULTY GRIEVANCE PROCEDURE FOR GRIEVANCES INVOLVING SEX DISCRIMINATION AND OTHER EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS

Appendix J

EAST CAROLINA UNIVERSITY
INFORMAL FACULTY GRIEVANCE PROCEDURE
FOR GRIEVANCES INVOLVING SEX DISCRIMINATION
AND OTHER EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS

A. PREAMBLE

East Carolina University is committed to the principle of equal opportunity for all faculty regardless of rank, temporary or permanent employment status, and tenure or non-tenure status. Therefore, it is University policy that no member of the faculty will suffer discrimination in his employment status as a member of the faculty on the basis of race, color, religion, sex, age, national origin, creed, handicap or political affiliation. If any faculty member believes that he or she has experienced discrimination on the basis of any of the above factors he/she is encouraged to seek redress of the grievance by informal administrative corrective action.

In the belief that our faculty and faculty supervisors do not intentionally discriminate on the basis of the above factors, most grievances can and routinely should be resolved in an informal manner. If the grievance cannot be resolved informally, the aggrieved faculty member should register his complaint with the Faculty Affairs Committee and request a formal hearing on the grievance. Procedural rules of the Senate Faculty Affairs Committee are set forth in the revised Appendix D of the East Carolina University Faculty Manual.

B. STEPS IN THE FACULTY INFORMAL GRIEVANCE PROCEDURE

If any faculty member has a grievance with regard to his employment relationship with the University alleging discrimination on the basis of age, sex, race, color, national origin, religion, creed, handicap or political affiliation, he/she should comply with the following procedure.

STEP 1. Discussion with the Department Chairperson

a. The faculty member should make an appointment with the Departmental Chairperson. At the time of making the appointment the faculty member should state expressly the need to discuss a sex discrimination grievance or other equal opportunity grievance related to faculty employment status.

b. The initial complaint may be made to the Chairperson in writing as a matter of record if the faculty member so desires. However, this is not necessary to initiate a complaint by the informal grievance procedure.

c. The Chairperson will set an appointment date with the faculty member as soon as possible after receiving the request but in any event within three working days after request the grievance will be discussed with the faculty member. The Departmental Chairperson should freely discuss the nature of the faculty member's complaint in a relaxed and informal manner making every effort to take the corrective action necessary in resolving the grievance to the satisfaction of the involved parties. The faculty member will be advised of the corrective action and/or decision of the Chairperson within three working days subsequent to the conference.

STEP 2. Discussion with the Dean

a. If the faculty member's grievance is not resolved satisfactorily in conference with the Chairperson the grievance should be taken to the appropriate Dean for further evaluation and consideration. The faculty member should notify the Dean of the desire to discuss an equal opportunity grievance within two working days after receipt of the decision of the Departmental Chairperson. The Dean will respond to the request for an appointment and discuss the grievance with the faculty member within three working days after receipt of such request.

b. If the initial grievance was made in writing to the Chairperson then the written complaint should be presented to the Dean at the time request is made for the conference appointment. Additionally, the Chairperson should present in writing to the Dean the findings and the basis for the decision at the time of the initial conference with the Chairperson. The written response of the Chairperson is not required unless the faculty member initially presented the grievance in writing.

c. The Dean's conference should be conducted in a relaxed and informal manner with the faculty member. The Dean should invite the Chairperson to participate in this conference if deemed desirable or appropriate or if the presence of the Chairperson is requested by the faculty member. The Dean should make every effort to take the corrective action necessary in resolving the grievance to the satisfaction of the involved parties. The corrective action and/or decision of the Dean will be made and the faculty member notified within three working days subsequent to the conference.

STEP 3. Conference with the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs

a. If the faculty member's grievance is not resolved satisfactorily in conference with the Dean the grievance should be taken to the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs as the case may be for further evaluation and consideration. The faculty member should notify the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs of the desire to discuss an equal opportunity grievance within two working days after receipt of the decision of the Dean. The Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs will respond to the request for an appointment and discuss the grievance with the faculty member within three working days after receipt of such request.

b. If the initial grievance was made in writing to the Chairperson then the written complaint should be presented to the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs at the time request is made for the conference appointment. Additionally, the Dean should present in writing to the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs the findings and the basis for the decision at the time of the initial conference with the Dean. The written response of the Dean is not required unless the faculty member initially presented the grievance in writing.

c. The conference of the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs should be conducted in a relaxed and informal manner with the faculty member. The Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs should invite the Dean to participate in this conference if deemed appropriate or desirable or if the presence of the Dean is requested by the faculty member. The Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs should make every effort to take the corrective action necessary in resolving the grievance to the satisfaction of the involved parties. The corrective action and/or decision of the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs will be made and the faculty member notified within three working days subsequent to the conference.

STEP 4. Appeal to the Director of Equal Opportunity Programs (Title IX Compliance Officer)

a. If the grievance is not resolved to the satisfaction of the faculty member by the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs, the faculty member has the right to appeal the decision of the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs to the Director of Equal Opportunity Programs, Room 214, Wright Annex. The appeal must be made to the Director within two working days subsequent to the decision of the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Affairs.

b. The Director of Equal Opportunity will review the case in its entirety, interviewing any and all witnesses deemed necessary, including where deemed appropriate a conference of all parties involved with the grievance and prior decisions made in an effort to resolve the grievance.

c. The Director will render his opinion within five working days after receipt of the appeal. The decision of the Director will be final and will terminate the faculty member's rights pursuant to the informal grievance procedure.

d. If the decision and/or corrective action taken by the Director is not satisfactory to the faculty member he/she should file within thirty days subsequent to the action of the Director a grievance with the Faculty Affairs Grievance Committee requesting a formal hearing pursuant to that committee's procedures for formally addressing and hearing grievances. The hearing of the Faculty Affairs Committee will be conducted in accordance with the procedures set forth in the revised Appendix D of the Faculty Manual. Conclusion of the formal hearing before the Faculty Affairs Committee and appeal of the recommended action of the Committee to the Chancellor will exhaust the administrative remedies of the faculty member.

APPENDIX K

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY OF EAST CAROLINA UNIVERSITY

The University is committed to a policy of Equal Opportunity for all members of the University.

The policy statement is presented here with implementing instruction and selected excerpts from the Affirmative Action Plan. All members of the University community have a part in Equal Opportunity Programs because such programs involve concern for people.

Policy

East Carolina University is dedicated to equality of opportunity within its community. Accordingly, East Carolina University does not practice or condone discrimination, in any form, against students, employees, or applicants on the ground of race, color, national origin, religion, sex, age, or handicap. East Carolina University commits itself to positive action to secure equal opportunity regardless of those characteristics.

East Carolina University supports the protections available to members of its community under all applicable Federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and Executive Order 11246.

The policy is not intended to foster unsound practices such as:

1. Discrimination in favor of any employee or applicant for employment on a racial, religious, or other basis to the detriment of the employment opportunities of any other qualified employee or applicant.

2. Lowering of job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of his or her race, color, religion, sex, age, or national origin.

Affirmative Action

The above stated University Equal Opportunity Policy requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent, through positive affirmative action. The Director of Equal Employment Opportunity has been tasked with the responsibility of development and implementation of a University-wide Affirmative Action Program.

Affirmative Action is essentially the revision of personnel standards and procedures to assure that the University is in fact drawing from the largest marketplace of human resources in staffing. It involves a critical review of recruiting, hiring, and promotion criteria to insure that the University does not inadvertently foreclose consideration of minorities and

and women relative to all personnel actions. Affirmative Action requires an employer to make additional efforts to recruit, employ, and promote minority members and females.

Responsibilities

Authority for administration of the policy has been delegated to the Director, Equal Employment Opportunity[1] by the Chancellor. The Director will be assisted by the Associate for Equal Opportunity Affairs[2] and the Equal Opportunity Task Force[3], whose membership is drawn from faculty and staff and has been appointed by the Chancellor. The University Attorney Advisor is responsible for legal aspects of the program.

Vice Chancellors, the Dean of the College of Arts and Sciences, the Deans of the Professional Schools, Department Chairpersons, and principal Administrative Heads are responsible for initiating action to recruit, appoint, and upgrade qualified women and minorities to all faculty and staff levels; to expand the effort to increase admissions for minorities and women where they are underrepresented in the undergraduate and graduate programs and for men in programs where they are underrepresented.

Managerial and supervisory personnel have a specific responsibility to carry out the intent and spirit of the University's Equal Opportunity Policy by assuring that all employees under their direction are aware of and in compliance with the policy.

Sex Nondiscrimination Policy

In compliance with the requirements of Title IX to the Educational Amendments Act of 1972 it is the policy of the University that it does not discriminate on the basis of sex to exclude from participation in, deny the benefits of, or subject any person to discrimination under any educational program or activity. The University policy of nondiscrimination on the basis of sex applies to employment policies and admissions policies. No qualified employee will be denied employment on the basis of sex nor will any student be denied admission to the University or into any academic program or other activity within the University on the basis of sex as required by Title IX. Any student who has a complaint or grievance in regard to his or her rights under Title IX may in the case of female students register such complaints with the appropriate Associate Dean of Students and in the case of male students with the appropriate Associate

---

[1] The office of the University Director, Equal Opportunity Programs, is located in the Wright Annex, Room 214-215; phone extension 6940.

[2] The office of the Associate for Equal Opportunity Affairs is located at 700 East Fifth Street (Personnel); extension 6352.

[3] The Equal Opportunity Task Force Committee currently consists of four members: The Director of Equal Opportunity as Chairperson, the Associate for Equal Opportunity Affairs, one staff member, and one faculty member.

Dean of Students. Any inquiries concerning rights under Title IX should be made directly to the University Title IX Compliance Officer in Room 214, Wright Annex, phone 757-6940.

Handicap Nondiscrimination Policy

It is the policy of the University that no handicapped individual may be discriminated against on the basis of his or her physical or mental handicap. The University has an affirmative action plan to accommodate qualified handicapped employees and students. Qualified handicapped applicants are actively recruited for employment, and handicapped students are encouraged to seek admission to the University. In compliance with Section 504 of the Rehabilitation Act of 1973, accommodation of the handicapped extends to student programs, employment practices and the elimination of physical barriers and providing special assistance to handicapped students and employees within the University.

Action of Particular Interest to Non-Faculty Employees (Staff)

Recruitment of employees through the news media, personal visitation, or employment agencies will be guided by the University's intent to locate qualified applicants without regard to race, color, religion, sex, age, national origin, or political affiliation.

Employment requirements must be related to the duties required of an employee in that particular job. All positions will be open to qualified individuals of either sex.

Promotions shall be made in accordance with the principles of Equal Opportunity and only valid requirements for a promotion will be used. It is the policy of the University to promote from within, whenever possible.

Leaves of absence may be granted to employees in the event they are required, for personal reasons, to be absent without pay, including military service, pregnancy, personal illness in excess of accrued sick leave, etc.

Employees are encouraged to use the University Grievance Procedure to resolve discriminatory matters. They may also receive preliminary counseling on such matters from the Director, Equal Opportunity, or the Associate for Equal Opportunity Affairs. Through the use of this procedure, it is believed that most matters can be resolved within the University. The filing of a grievance will in no way adversely affect the employee's treatment on the job.

Administration

The Chancellor has appointed the Director, Equal Opportunity, to coordinate administration of Equal Opportunity Programs throughout the University. The Chancellor has also appointed a Task Force from the faculty and staff to interpret and monitor the Affirmative Action Plan. The Plan contains all of the above items and many other matters concerning the University's commitment to the principle of Equal Opportunity. The Plan has been distributed to Vice Chancellors, Deans, Department Heads, Managers, and Supervisors with the request that it be shared with other interested parties.

To insure broad coverage of this important matter, copies of this summary will be provided to all University employees.

APPENDIX 1

EAST CAROLINA UNIVERSITY CODE

Preamble

In order to establish a mutual understanding which produces an essential joint effort in the government of East Carolina University, the faculty, administration and trustees adopt the following code of regulations of University government.

A. Appointment of Administrative Officials

Each administrative official, (exclusive of the Chancellor, the Vice Chancellor for Administration and Planning, the Vice Chancellor for Academic Affairs, and Vice Chancellor for Health Affairs and their assistants) whose direct concern is with academic matters, will be appointed with the following procedure:

1. The immediately superior administrative official will convene a nominating committee which will be formed in the following way:
    a. The officer will designate a committee of at least five persons.
    b. At least three-fifths of this committee will be faculty members belonging to the entire constituency of the office to be filled, elected by the majority of the members of that constituency, by secret ballot.
    c. The remainder of the committee will be chosen from permanently tenured faculty members or administrators in a manner designated by the appointing officer.
2. This nominating committee shall:
    a. Establish criteria that the new official must meet.
    b. Solicit and screen applicants for the position.
    c. Submit to the appointing officer a list of at least two nominees. The committee shall determine by informal means that the nominees are acceptable to a majority of the permanently tenured faculty of the school, department or college.
3. The appointing officer may accept one of the committee's nominees or he may reject all of them. If he should reject them, the committee must produce another list.

B. Development of Codes

Each unit, (the various professional schools, Division of Health Affairs, the Division of Continuing Education, the Division of Library Services, the Counseling Center, and the departments of the College of Arts and Sciences) shall, within one year of the adoption of this code, democratically develop a code of operations. This code must be approved by the majority of the permanently tenured faculty members of the unit. The code will provide for the conduct of unit affairs according to Robert's Rules of Order, Newly Revised. The code shall establish procedures which will allow the faculty to participate by making recommendations concerning all decisions affecting promotions, the granting of tenure and dismissal. Each code will be submitted to the Faculty Senate and the Chancellor for review and ratification.

C. Evaluation

1. During the regular session, no later than one year after the adoption of the East Carolina Code, each unit shall complete a self-evaluation of its operations. After advance notice of one week by its administrative official, the voting* faculty shall meet and elect by secret ballot an evaluation committee that shall draft procedures for the evaluation of the department or school activities during the past four years, emphasizing such areas as the undergraduate and graduate programs, research and publication activities of the faculty, faculty morale, student opinion concerning the unit's course offerings and other stated areas determined by the faculty. The administrative official of a department or school will be ineligible to serve on the evaluation committee. The evaluation committee will conduct the evaluation and present its report to the voting faculty. Acceptance of the report will require approval, by secret ballot, of three-fifths of the voting faculty.

2. Concurrently, the voting faculty will vote by secret ballot on the effectiveness of its administrative officers. A negative vote of three-fifths of the voting faculty will be considered a defacto recommendation for the removal of the administrative officer.

3. The departmental evaluation committees of the College of Arts and Sciences will forward their vote tallies regarding the effectiveness of both the department and its administrative officer to the Dean of the College. The remaining units will forward their reports and tallies to the Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Affairs as appropriate. The Dean of Arts and Sciences, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Affairs, Vice Chancellor for Administration and Planning or Chancellor, as appropriate, may elect not to follow these recommendations, in which case he or she shall inform the faculty of the unit in writing of the reasons for his or her decision. A decision to terminate an administrative officer's position shall be made by the Chancellor.

---

*A voting faculty person is defined for the purpose of this code as an individual with an academic title and not less than half a normal teaching or research program as practiced in his or her unit. The teaching-research requirement does not apply to heads of units as defined by this code, librarians, or faculty of the Counseling Center. The Division of Health Affairs and the Division of Continuing Education may define voting faculty in their unit codes in accordance with their unique structures subject to approval by the Faculty Senate.

4. Thereafter, the evaluation will be conducted in a similar manner every fourth year.

D. Any provision of this code which conflicts with the Code of Operations of the North Carolina University System is null and void or is modified in its force according to limits placed upon it by the governing board.

APPENDIX M

THE CODE OF THE
NIVERSITY OF NORTH CAROLINA

THE CODE

BOARD OF GOVERNORS
THE UNIVERSITY OF NORTH CAROLINA

JULY 1975

TABLE OF CONTENTS

CHAPTER I ESTABLISHMENT, INCORPORATION AND COMPOSITION OF THE UNIVERSITY OF NORTH CAROLINA

Section 100 Constitutional Establishment 1
Section 101 Incorporation and Corporate Powers 1
Section 102 Composition of the University 2
Section 103 Equality of Opportunity in the University 2

CHAPTER II THE BOARD OF GOVERNORS

Section 200 Membership 3
Initial Membership 3
Subsequent Membership 3
Section 201 Officers 4
Chairman, Vice Chairman and Secretary 4
Assistant Secretary 4
Section 202 Meetings and Bylaws 4
Meetings 4
Agenda 5
Conduct of Business 6
Minutes 7
Executive Sessions 7
Amendments and Suspensions of Code Provisions 7
Section 203 Powers and Duties 8
Statutory Powers and Duties 8
Other Powers and Duties 10
Reservation of Powers 10

CHAPTER III COMMITTEES OF THE BOARD OF GOVERNORS

Section 300 Establishment of Committees 11
Section 301 The Standing Committees: Membership and Jurisdiction 11
Section 302 General Provisions Concerning Standing Committees 13
Election of Members 13
Officers of Standing Committees 13
Meetings of Standing Committees 13
Subcommittees 14
Report of Standing Committees 14
Executive Sessions 14

Section 303 Special Committees of the Board of Governors 14

CHAPTER IV BOARDS OF TRUSTEES

Section 400 Membership 15
General Provisions 15
Dual Membership Prohibited 16
Section 401 Officers 16
Chairman, Vice Chairman and Secretary 16
Assistant Secretary 16
Section 402 Meetings 16
Frequency 16
Rules of Procedure 16
Keeping Board of Governors Informed 17
Section 403 Powers and Duties 17
General Powers and Duties 17
Other Powers and Duties 17

CHAPTER V OFFICERS OF THE UNIVERSITY

Section 500 Election of Officers 18
President and Staff 18
Chancellors and Staffs 18
Section 501 President of the University 19
General Authority 19
Relation of the President to the Board of Governors 19
Relation of the President to the University 21
Section 502 Chancellors of Constituent Institutions 22
General Authority 22
Relation of the Chancellor to the Board of Governors and the President 22
Relation of the Chancellor to the Board of Trustees 23
Relation of the Chancellor to the Constituent Institution 23

CHAPTER VI ACADEMIC FREEDOM AND TENURE

Section 600 Freedom and Responsibility in the University Community 25

Section 601 Academic Freedom and Responsibility of Faculty 25

Section 602 Academic Tenure 25

Section 603 Due Process before Discharge or the Imposition of Serious Sanctions 28

Section 604 Appointment, Nonreappointment and Requirements of Notice and Review 30
Notice of Reappointment or Nonreappointment 30
Impermissible Reasons for Nonreappointment 31
Special Faculty Appointments 31

Section 605 Termination of Faculty Employment 31
Definition 31
Timely Notice of Termination 32
Institutional Procedures 32

Section 606 Reappointment of Faculty beyond Normal Date of Retirement 33

Section 607 Faculty Grievance Committee for Constituent Institutions 34

Section 608 Students' Rights and Responsibilities 34

Section 609 Appellate Jurisdiction of the Board of Governors 35
Discretionary Review 35
Hearings 35

CHAPTER VII FINANCES, PROPERTY AND OBLIGATIONS

Section 700 Budgets and Appropriations 36
Budget Recommendations 36
Appropriations and Allocations 36
Transfers of Appropriated Funds 36
Section 701 Tuition and Fees 37

Section 702 General Powers Concerning Property 37
Corporate Powers 37
Statutory Powers 37
Transfer of Property and Obligations 37
Limitation on Exercise of Powers 38

Section 703 Immunities 38
Tax Exemption 38
Tort Liability 38

Section 704 Endowment Fund 39

Section 705 Annuity or Retirement Income Contracts 39

Section 706 Revenue Bonds 39

CHAPTER VIII MATTERS INVOLVING NON-PUBLIC INSTITUTIONS

Section 800 Licensing 41
Prohibition Against Unauthorized Conferring of Degrees 41
Issuance of Licenses to Confer Degrees 41
Revocation of Licenses to Confer Degrees 41

Section 801 Assessment of Needs and Review of Requests 41

Section 802 Financial Aid 42
Contracts to Aid North Carolina Students 42
Scholarship and Contract Terms; Base Period 42
Contract Forms; Reports; Audits; Regulations 43
Definitions 43

CHAPTER IX MISCELLANEOUS PROVISIONS

Section 900 North Carolina Memorial Hospital Board of Directors 44
Composition 44
Meetings and Powers of Board 44
Director of Hospital 45
Hospital Personnel 45
Hospital Finances 45
Hospital Purchases 45
Hospital Property 46

Section 901 North Carolina School of the Arts .. 46
Policy 46
Establishment 46
Board of Trustees 46
Powers of Board 46
Advisory Board 47
Endowment Fund 47
Purpose of School Program 47

CHAPTER I

ESTABLISHMENT, INCORPORATION AND COMPOSITION OF THE UNIVERSITY OF NORTH CAROLINA

SECTION 100. CONSTITUTIONAL ESTABLISHMENT.

The General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise. The General Assembly shall provide for the selection of trustees of The University of North Carolina and of the other institutions of higher education, in whom shall be vested all the privileges, rights, franchises and endowments heretofore granted to or conferred upon the trustees of these institutions. The General Assembly may enact laws necessary and expedient for the maintenance and management of The University of North Carolina and the other public institutions of higher education. [North Carolina Constitution, Art. IX, Sec. 8]

SECTION 101. INCORPORATION AND CORPORATE POWERS.

The Board of Governors of The University of North Carolina[1] shall be known and distinguished by the name of "The University of North Carolina"[2] and shall continue as a body politic and corporate and by that name shall have perpetual succession and a common seal. It shall be able and capable in law to take, demand, receive and possess all moneys, goods and chattels that shall be given for the use of the University, and to apply the same according to the will of the donors; and by gift, purchase or devise to receive, possess, enjoy and retain forever any and all real and personal estate and funds, of whatsoever kind, nature or quality the same may be, in special trust and confidence that the same, and the profits thereof, shall be applied to and for the use and purpose of endowing the University, and shall have power to receive donations from any source whatever, to be exclusively devoted to the purposes of the University, or according to the terms of donation.

The corporation shall be able and capable in law to bargain, sell, grant, alien or dispose of and convey and assure to the purchasers any and all such real and personal estate and funds as it may lawfully acquire when the condition of the grant to it or the will of the devisor does not forbid it; and shall be able and capable in law to sue and be sued in all courts whatsoever; and shall have power to open and receive subscriptions, and in general may do all such things as are usually done by bodies corporate and politic, or such as may be necessary for the promotion of learning and virtue. [See G.S. 116-3]

---

[1] Formerly denominated "the Board of Trustees of The University of North Carolina" and redesignated, effective July 1, 1972, as "the Board of Governors." [See G.S. 116-3]

[2] In Chapter 116 of the General Statutes, the University is referred to as "the University of North Carolina"; whereas, in Article IX of the North Carolina Constitution, the University is referred to as "The University of North Carolina." Consistent with the principle that the Constitution takes precedence over the General Statutes, the latter designation is used throughout this Code.

SECTION 102. COMPOSITION OF THE UNIVERSITY.

The University of North Carolina shall constitute a single, multi-campus university composed of the following constituent institutions:[3]

Appalachian State University,
East Carolina University,
Elizabeth City State University,
Fayetteville State University,
North Carolina Agricultural and Technical State University,
North Carolina Central University,
North Carolina School of the Arts,
North Carolina State University at Raleigh,
Pembroke State University,
The University of North Carolina at Asheville,
The University of North Carolina at Chapel Hill,
The University of North Carolina at Charlotte,
The University of North Carolina at Greensboro,
The University of North Carolina at Wilmington,
Western Carolina University and
Winston-Salem State University.

SECTION 103. EQUALITY OF OPPORTUNITY IN THE UNIVERSITY.

Admission to, employment by, and promotion in The University of North Carolina and all of its constituent institutions shall be on the basis of merit, and there shall be no discrimination on the basis of race, color, creed, religion, sex or national origin.

---

[3] Effective July 1, 1972. [See G.S. 116-4]

CHAPTER II

THE BOARD OF GOVERNORS

SECTION 200. MEMBERSHIP.

200 A. Initial Membership.

Commencing July 1, 1972, and continuing thereafter for terms specified by statute and until their successors are chosen, the Board of Governors shall consist of representatives elected in accordance with State law. [See G.S. 116-5(a), (b), (c) and (d)]

200 B. Subsequent Membership.

(1) Election of Members.

(a) At the expiration of the terms of the initial memberships on the Board of Governors provided for by State law, successors shall be elected by the Senate and House of Representatives. Eight members shall be so elected at the regular legislative session in 1973 and every two years thereafter. All terms shall commence on July 1 of odd-numbered years and all members shall serve for eight-year overlapping terms. No member may be elected to more than two full terms in succession. [See G.S. 116-6(a), (b), (c) and (d)]

(b) Whenever any vacancy shall occur in the elected membership of the Board of Governors, it shall be the duty of the Secretary of the Board to inform the General Assembly of the existence of the vacancy, and the General Assembly at its next regular session shall elect a person to fill the unexpired term. Whenever a member shall fail, for any reason other than ill health or service in the interest of the State or nation, to be present for four successive regular meetings of the Board, his place as a member shall be deemed vacant. [See G.S. 116-7(c)]

(2) General Qualifications.

(a) All members of the Board of Governors shall be selected for their interest in, and their ability to contribute to the fulfillment of, the purposes of the Board of Governors, and all members shall be deemed members-at-large, charged with the responsibility of serving the best interests of the whole State. In electing members, the objective shall be to obtain the services of the best qualified citizens of the State, taking in consideration the need for representation on the Board by the different races, sexes and political parties. [See G.S. 116-7(a)]

(b) Of the eight members elected every two years, at least one shall be a woman, at least one other member shall be a member of a minority race, and at least one other member shall be a member of the political party to which the largest minority of the members of the General Assembly belong. In subsequent elections to the Board of Governors, the General Assembly shall maintain at least these minimum proportions among the members of the Board. [See G.S. 116-6(e)]

(c) From and after July 1, 1973, no member of the General Assembly or officer or employee of the State or of any constituent institution or spouse of any such member, officer or employee may be a member of the Board of Governors. Any member of the Board of Governors who is elected or appointed to the General Assembly or who becomes an officer or employee of the State or of any constituent institution or whose spouse is elected or appointed to the General Assembly or becomes such officer or employee shall be deemed thereupon to resign from his membership on the Board of Governors. [See G.S. 116-7(b)]

SECTION 201. OFFICERS.

201 A. Chairman, Vice Chairman and Secretary.

At its regular July meeting in each even-numbered year, the Board of Governors shall elect from its membership for two-year terms, and until their respective successors have been elected and qualified, a Chairman, a Vice Chairman and a Secretary. No person may serve as Chairman for more than four years in succession. [See G.S. 116-8]

201 B. Assistant Secretary.

The Board of Governors may elect an Assistant Secretary of the Board of Governors, who shall be a member of the staff of the President of the University. Copies of all minutes, papers and documents of the Board of Governors may be certified by the Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the Board of Governors.

SECTION 202. MEETINGS AND BYLAWS.

202 A. Meetings.

(1) Regular Meetings.

Regular meetings of the Board of Governors shall be held on the second Friday in the months of July, September, November, January, March and May. [See G.S. 116-9] Each regular meeting shall be held at such time and at such place as the Chairman may designate, with notice concerning the time and place to be mailed to each member of the Board by the Secretary at least twenty days in advance of the meeting date. Either by action of the Board or upon fifteen days' written notice by the Chairman, the date specified herein for a regular meeting may be changed to another date within the designated month. Subject to the provisions of Section 202 C(5), any matter of business relating to The University of North Carolina may be considered at any regular meeting of the Board of Governors.

(2) Special Meetings.

Special meetings of the Board of Governors may be called by the Chairman at his discretion and shall be called by the Secretary upon the written request of not fewer than ten members of the Board. A special meeting called by the Secretary shall be held within twenty days of receipt by the Secretary of the tenth written request for such special meeting. A notice specifying the time and place of a special meeting of the Board of Governors shall be mailed by the Secretary to each member of the Board at least ten days in advance of the meeting date; but notice of three days may be given by telephone or telegraph when, in the judgment of the Chairman, an emergency exists. Subject to the provisions of Section 202 C(5), any matter of business relating to The University of North Carolina may be considered at a special meeting of the Board.

202 B. Agenda.

(1) A copy of the agenda for each regular meeting of the Board of Governors, including notice of all expiring terms on or vacancies in membership of Board committees and, insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be mailed by the Secretary to each member of the Board at least five days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the Board of Governors, with reports and other materials to be presented, shall be mailed to each member of the Board at least five days in advance of the special meeting. When matters are to be considered by a committee between the time of the mailing of the agenda and the time of any regular or special meeting of the Board and are expected then to be presented to the Board for action at the meeting, all members of the Board shall be mailed such materials as a committee may prescribe by standing rule or as the chairman of a committee may designate, in order to inform the Board, insofar as may be feasible, of the nature of the action that might be asked of it.

(2) The agenda for a regular or special meeting of the Board of Governors shall be prepared by the President with the approval of the Chairman. All requests for inclusion of a given item on the agenda of a particular meeting shall be filed,

with supporting documents if any, with the Secretary of the University. Any such requests from faculty, students, staff members or other members of a constituent institution of the University must be in writing and must be filed first with the Chancellor of the institution concerned in sufficient time to be reported to and filed with the President by the Chancellor, prior to the regular or special meeting in question.

(3) The provisions of this Section 202 B shall not be construed to prohibit any committee or member of the Board of Governors from requesting consideration by the Board, at any regular or special meeting, of any item not on the agenda of a regular or special meeting of the Board. However, such an item shall not be so considered without the approval of two-thirds of the members of the Board present at such meeting.

202 C. Conduct of Business.

(1) Quorum.

A quorum for the conduct of business by the Board of Governors shall consist of a majority of the authorized membership of the Board. [See G.S. 116-9]

(2) Presiding Officer.

The Chairman shall preside at all regular and special meetings of the Board of Governors. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of the Vice Chairman, a presiding officer shall be elected by and from the membership of the Board of Governors.

(3) Power to Vote.

All members of the Board of Governors may vote on all matters coming before the Board for consideration, but no member may vote by proxy. No vote concerning any matter under consideration by the Board or by a committee of the Board may be cast, in absentia, by mail, telegraph or telephone.

(4) Rules of Order.

Except as modified by specific rules and regulations enacted by the Board of Governors, *Robert's Rules of Order* (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board of Governors and its several committees.

(5) Reference to Committees.

All matters presented to the Board of Governors, except matters of routine business, which come within the sphere of interest or activity of any standing committee of the

Board, shall be submitted by the Board to the appropriate standing Committee for investigation and report. All matters, of other than routine business, which do not come within the sphere of interest or activity of any standing committee of the Board may be submitted by the Board to a special committee for investigation and report in advance of any action thereon by the Board. The Board may proceed to consider any matter without referring it to a standing or special committee if, by two-thirds vote, immediate consideration by the Board is ordered. The reports and recommendations of standing and special committees shall be submitted to the Board in writing consistent with the instructions of the Board.

202 D. Minutes.

(1) The Secretary shall keep minutes of all meetings of the Board of Governors; shall file, index and preserve all minutes, papers and documents pertaining to the business and proceedings of the Board; shall be custodian of the University seal and of all records of the Board; and shall attest the execution by the Chairman of all legal documents and instruments of The University of North Carolina.

(2) Within twenty days after each meeting of the Board of Governors, the Secretary shall transcribe the minutes of the meeting and mail a copy to each member of the Board.

202 E. Executive Sessions.

All meetings of the Board of Governors shall be open to the public unless, consistent with the requirements of State law, a meeting is closed to the public by majority vote of a quorum of the Board membership.

202 F. Amendments and Suspensions of Code Provisions.

(1) Any provision of this Code (except those required or governed by statutory or constitutional provisions) may be amended by a vote of two-thirds of the authorized membership of the Board; provided, that no amendment may be adopted unless its substance first has been introduced at a preceding regular or special meeting of the Board.

(2) Any Code provision, except that contained in Section 202 F(1) (and those required or governed by statutory or constitutional provisions), may be suspended at any regular or special meeting of the Board of Governors, for that meeting, by affirmative vote of two-thirds of the authorized membership of the Board.

SECTION 203. POWERS AND DUTIES.

203 A. Statutory Powers and Duties.[1]

(1) The Board of Governors shall plan and develop a coordinated system of higher education in North Carolina. To this end it shall govern the constituent institutions, subject to such powers and responsibilities as may be conferred by statute on or delegated by the Board of Governors to the boards of trustees of the constituent institutions, and to this end it shall maintain close liaison with the State Board of Education the Department of Community Colleges and the private colleges and universities of the State. The Board, in consultation with representatives of the State Board of Education and of the private colleges and universities, shall prepare and from time to time revise a long-range plan for a coordinated system of higher education, supplying copies thereof to the Governor, members of the General Assembly, the Advisory Budget Commission and the constituent institutions. State-wide federal or State programs that provide aid to institutions or students of post-secondary education through a State agency, except those related exclusively to the Community College System, shall be administered by the Board pursuant to any requirement of State or federal statute in order to insure that all activities are consonant with the State's long-range plan for higher education. [See G.S. 116-11(1)]

(2) The Board of Governors shall be responsible for the general determination, control, supervision, management and governance of all affairs of the constituent institutions. For this purpose the Board may adopt such policies and regulations as it may deem wise.[2] [See G.S. 116-11(2)]

(3) The Board of Governors shall determine the functions, educational activities and academic programs of the constituent institutions. The Board shall also determine the type of degrees to be awarded by each constituent institution. The powers of the Board as established by law are not restricted by any other provision of law assigning specific functions or responsibilities to designated institutions, the powers of the Board superseding any such provisions of law.[3] The Board, after giving adequate notice to the affected institutional Board of Trustees and affording it an opportunity to be heard, shall have authority to withdraw approval of any existing program if it

---

[1] Other statutory powers and duties are set forth in part in Chapters One, Four, Five, Seven, Eight and Nine of this Code.

[2] All policies, rules and regulations adopted and actions taken prior to July 1, 1972, by the former boards of trustees of the constituent institutions shall be effective on and after July 1, 1972, as to the respective institutions, except as modified by this Code or by other action of the Board of Governors or by the institutional boards of trustees. [Sec. 18, Ch. 1244, 1972 Session Laws]

[3] See G.S. 116-40.4. See also G.S. 116-63 - 116-69.

appears that the program is unproductive, excessively costly or unnecessarily duplicative. [See G.S. 116-11(3)]

(4) The Board of Governors shall approve the establishment of any new publicly-supported institution above the community college level. [See G.S. 116-11(6)]

(5) The Board of Governors shall set enrollment levels of the constituent institutions. [See G.S. 116-11(8)]

(6) The Board of Governors shall collect and disseminate data concerning higher education in the State. To this end it shall work cooperatively with the Department of Community Colleges and shall seek the assistance of the private colleges and universities. It may prescribe for the constituent institutions such uniform reporting practices and policies as it may deem desirable. [See G.S. 116-11(10)]

(7) The Board of Governors, with the cooperation of other concerned organizations, shall establish, as a function of the Board, an Educational Opportunities Information Center to provide information and assistance to prospective college and university students and to the several institutions, both public and private, on matters regarding student admissions, transfers and enrollments. The public institutions shall cooperate with the Center by furnishing such nonconfidential information as may assist the Center in the performance of its duties. Similar cooperation shall be requested of the private institutions in the State. An applicant for admission to an institution who is not offered admission may request that the institution send to the Center appropriate nonconfidential information concerning his application. The Center may, at its discretion and with permission of the applicant, direct the attention of the applicant to other institutions and the attention of other institutions to the applicant. The Center is authorized to conduct such studies and analyses of admissions, transfers and enrollments as may be deemed appropriate. [See G.S. 116-18]

(8) The Board of Governors shall give advice and recommendations concerning higher education to the Governor, the General Assembly, the Advisory Budget Commission and the boards of trustees of the constituent institutions. [See G.S. 116-11(12)]

(9) The Board of Governors may delegate any part of its authority over the affairs of any constituent institution to the Board of Trustees or, through the President of the University, to the Chancellor of the institution in any case where such delegation appears necessary or prudent to enable the institution to function in a proper and expeditious manner. Any delegation of authority may be rescinded by the Board at any time in whole or in part. [G.S. 116-11(13)]

203 B. Other Powers and Duties.

(1) Whenever the Board of Governors finds that there may be a need for the creation of a new campus of the University, the Board shall direct that a study be made of the relevant educational needs of the State, such study to take particular account of the relevant educational needs of the area or areas of the State designated by the Board of Governors. The Board shall give careful consideration to the report of the aforementioned study of educational needs, and if the Board finds

> (a) that sufficient educational needs exist to justify the establishment of an additional campus of the University, and
>
> (b) that it appears probable that sufficient additional funds can be made available to establish and maintain such additional campus without impairing the quality and extent of the instructional and research programs at the existing campuses of the University,

the Board of Governors may recommend to the General Assembly that appropriate legislation creating or adding such campus be enacted.

(2) The Board of Governors shall have such other powers and duties as may be prescribed by law or as may be set forth elsewhere in this Code.

203 C. Reservation of Powers.

The Board of Governors shall possess all powers not specifically given to institutional boards of trustees. [See G.S. 116-11(14)]

CHAPTER III

COMMITTEES OF THE BOARD OF GOVERNORS

SECTION 300. ESTABLISHMENT OF COMMITTEES.

The Board of Governors may establish and elect from its membership such standing committees as it may deem necessary. Standing committees shall be established and their duties prescribed by vote of two-thirds of the authorized membership of the Board of Governors. Special committees may be establish and their duties prescribed by vote of a majority of the authorized membership of the Board of Governors.

SECTION 301. THE STANDING COMMITTEES: MEMBERSHIP AND JURISDICTION.

301 A. The standing committees of the Board of Governors shall be: the Committee on Budget and Finance; the Committee on Educational Planning, Policies and Programs; the Committee on Personnel and Tenure; and the Committee on University Governance.

Each member of the Board shall at all times serve on at least one of these standing committees. The Chairman of the Board of Governors shall be a member of all standing committees, but his membership shall not be counted in determining a quorum.

301 B. The Committee on Budget and Finance shall consist of the Vice Chairman of the Board of Governors and six elected members. The Committee shall advise and consult with the President concerning budget policy and preparation. The Committee shall consider the budget proposed by the President and, upon its approval. shall submit the budget to the Board of Governors for final action. The Committee shall make recommendations to the Board for the allocation of funds appropriated to the Board. It shall also advise and assist the President, and submit recommendations to the Board, with respect to real property transactions, investments, endowments and other fiscal and property matters within the jurisdiction of the Board of Governors.

301 C. The Committee on Educational Planning, Policies and Programs shall consist of twelve elected members. It shall receive the advice and recommendations of the President and make recommendations to the Board in all areas pertaining to the development of a coordinated system of higher education in North Carolina, including: (a) the definition of mission and assignment of functions of each constituent institution, (b) the

review of requests for the initiation of new degree programs and recommendations for the termination of existing programs and (c) the provision of supportive services, facilities and other resources for the instructional, research and public-service programs of the constituent institutions. The Committee shall also advise and assist the President and the Board in maintaining close liaison with the State Board of Education, the Department of Community Colleges and the private colleges and universities, including the review of all requests for State aid to the private institutions. It shall further recommend to the Board procedures and standards for the licensing of non-public educational institutions.

301 D. The Committee on Personnel and Tenure shall consist of six elected members. Upon recommendation of the President, it shall review and make recommendations to the Board with respect to the appointment and compensation of all vice chancellors, senior academic and administrative officers and persons with permanent tenure. It shall review all institutional policies and regulations governing faculty tenure, as transmitted by the President together with his recommendations, and shall make recommendations to the Board of Governors after such review. Further, the Committee shall advise and assist the President in the review and evaluation of tenure policies and regulations which he shall periodically conduct; and it shall review all appeals from faculty members of the constituent institutions which involve questions of tenure, consistent with the provisions of Chapter Six of this Code.

301 E. The Committee on University Governance shall consist of six elected members. It shall keep under continuous review the application and interpretation of the Code of The University of North Carolina and all delegations of authority under that Code, and it shall make such recommendations to the Board of Governors for the amending of the Code or delegations of authority as may seem appropriate for the effective and efficient operation of The University of North Carolina and its constituent institutions. The Committee shall make nominations to the Board of Governors for elections to the boards of trustees of the constituent institutions. Except as provided in Section 301 D with reference to questions of tenure arising out of Chapter Six of this Code, the Committee shall receive all requests from members of the faculties, staffs and student bodies of the constituent institutions for appellate review by the Board of Governors pursuant to Section 501 C(4) of this Code.

SECTION 302. GENERAL PROVISIONS CONCERNING STANDING COMMITTEES.

302 A. Election of Members.

The term of each elected member of a standing committee shall be two years, commencing at his election and extending until his successor is elected. The elected membership of each committee shall be divided into two classes, with the terms of approximately one-half of the members expiring each year. Election of members of standing committees shall take place at the regular November meeting of the Board.

302 B. Officers of Standing Committees.

A chairman, vice chairman and secretary of each standing committee shall be elected by the committee membership each year at the first meeting following committee elections.

302 C. Meetings of Standing Committees.

Each standing committee shall meet at such times as either the chairman of the standing committee or the Board of Governors shall designate. Written notice of each meeting of a standing committee shall be mailed to members of that committee by the Secretary of the University at least five days in advance of the meeting date; but a notice of three days may be given by telephone or telegraph when, in the judgment of the chairman of the Committee, an emergency exists. The agenda for a meeting of a standing committee shall be prepared by the President with the approval of the chairman of the committee, and, if practicable, a copy shall be mailed to the committee membership at least five days in advance of the meeting date; however, if such advance mailing is not practicable in the judgment of the chairman, the agenda shall be presented to the members of the committee at the commencement of the meeting. Such materials as the committee may designate by standing rule, or as the chairman of the committee may designate in the absence of a standing rule, shall be mailed with the agenda and notice of the meeting. A majority of the authorized committee membership shall constitute a quorum for the conduct of business of a standing committee. The chairman of the standing committee shall preside at all committee meetings; in the absence of the chairman, the vice chairman shall preside. The procedures and rules of order governing the conduct of committee business shall be the same as those applicable to meetings of the Board of Governors. Minutes of every meeting of a standing committee shall be kept by the secretary of the committee.

302 D. Subcommittees.

Each standing committee may establish from its elected membership such subcommittees as it may deem necessary and appropriate for the effective discharge of its assigned responsibilities. The chairman of the standing committee shall appoint the chairman and the members of each subcommittee and shall report to the Board the establishment of any subcommittee.

302 E. Report of Standing Committees.

Each standing committee shall make a written report to the Board of Governors at least annually, reviewing the work of the committee during the preceding year.

302 F. Executive Sessions.

All meetings of committees shall be open to the public unless, consistent with the requirements of State law, a meeting of a committee is closed to the public by majority vote of a quorum of the committee membership.

SECTION 303. SPECIAL COMMITTEES OF THE BOARD OF GOVERNORS.

The titles, membership and procedures of special committees shall be determined either by majority vote of the Board of Governors or, at the direction of the Board, by the Chairman of the Board of Governors. Special committees created by the Board shall cease to exist when their functions have been discharged; however, every special committee shall cease to exist one year after the date of its creation, unless continued by affirmative action of the Board of Governors.

CHAPTER IV

BOARDS OF TRUSTEES

SECTION 400. MEMBERSHIP.

400 A. General Provisions.

(1) Effective July 1, 1973, each constituent institution shall have a Board of Trustees composed of thirteen persons[1] chosen as follows: (i) eight elected by the Board of Governors, (ii) four appointed by the Governor and (iii) the president of the student government of the institution, *ex officio*. [See G.S. 116-31(d)]

(2) The Board of Governors, in electing trustees to serve terms commencing July 1, 1973, shall designate four persons for four-year terms and four for two-year terms; and the Governor, in making appointments of trustees to serve terms commencing July 1, 1973, shall designate two persons for four-year terms and two for two-year terms. In every odd-numbered year after 1973, the Board of Governors shall elect four persons to each Board of Trustees and the Governor shall appoint two persons to each such Board; and the term of office of all such elected or appointed trustees (excluding *ex officio* trustees) shall be four years, commencing on July 1 of such odd-numbered year. [Compare G.S. 116-31(e) and (f)]

(3) From and after July 1, 1973, whenever any vacancy shall occur in the membership of a Board of Trustees among those appointed by the Governor, it shall be the duty of the Secretary of the Board of Trustees to inform the Governor of the existence of such vacancy, and the Governor shall appoint a person to fill the unexpired term, and whenever any vacancy shall occur among those elected by the Board of Governors, it shall be the duty of the Secretary of the Board of Trustees to inform the Board of Governors of the existence of the vacancy, and the Board of Governors shall elect a person to fill the unexpired term. Whenever a member shall fail, for any reason other than ill health or service in the interest of the State or nation, to be present for three successive regular meetings of a Board of Trustees, his place as a member shall be deemed vacant. [See G.S. 116-31(j)]

(4) From and after July 1, 1973, any person who has served two full four-year terms in succession as a member of a Board of Trustees shall, for a period of one year, be ineligible for election or appointment to the same Board but may

---

[1] Fourteen trustees in the case of the North Carolina School of the Arts. [See G.S. 116-66]

be elected or appointed to the Board of another institution. [See G.S. 116-31(g)]

(5) From and after July 1, 1973, no member of the General Assembly or officer or employee of the State or of any constituent institution or spouse of any such member, officer or employee shall be eligible for election or appointment as a trustee. Any trustee who is elected or appointed to the General Assembly or who becomes an officer or employee of the State or of any constituent institution or whose spouse is elected or appointed to the General Assembly or becomes such officer or employee shall be deemed thereupon to resign from his membership on the Board of Trustees. [See G.S. 116-31(h)]

400 B. Dual Membership Prohibited.

No person may serve simultaneously as a member of a Board of Trustees and as a member of the Board of Governors. Any trustee who is elected to the Board of Governors shall be deemed to have resigned as a trustee effective as of the date that his term commences as a member of the Board of Governors. [See G.S. 116-31(i)]

SECTION 401. OFFICERS.

401 A. Chairman, Vice Chairman and Secretary.

At the first meeting after June 30 of each year, each Board of Trustees shall elect from its membership a Chairman, a Vice Chairman and a Secretary. [See G.S. 116-32]

401 B. Assistant Secretary.

Each Board of Trustees may also elect an Assistant Secretary, from among the members of the Chancellor's staff. Copies of all minutes, papers and documents of a Board of Trustees may be certified by its Assistant Secretary with the same force and effect as though such certification were made by the Secretary of such Board.

SECTION 402. MEETINGS.

402 A. Frequency.

Each Board of Trustees shall hold not fewer than three regular meetings a year and may hold such additional meetings as may be deemed desirable. [See G.S. 116-32]

402 B. Rules of Procedure.

Each Board of Trustees shall determine its own rules of procedure and may delegate to such committees as it may create such of its powers as it deems appropriate.

402 C. Keeping Board of Governors Informed.

The Secretary of each Board of Trustees shall keep the Board of Governors, through the Secretary of the University, fully and promptly informed concerning activities of the Board of Trustees, including notice of any changes in the membership of the Board or in its committee structure or bylaws, notices of meetings and a copy of the minutes of all meetings.

SECTION 403. POWERS AND DUTIES.

403 A. General Powers and Duties.

Each Board of Trustees shall promote the sound development of its institution within the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and aiding it to perform at a high level of excellence in every area of endeavor. Each Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to its institution and shall also serve as advisor to the Chancellor concerning the management and development of the institution. [See G.S. 116-33]

403 B. Other Powers and Duties.

Each Board of Trustees shall have such other powers and duties, not inconsistent with other provisions of this Code or with applicable provisions of State law, as shall be defined and delegated by the Board of Governors. [See G.S. 116-33 and G.S. 116-11(13) and (14)]

CHAPTER V

OFFICERS OF THE UNIVERSITY

SECTION 500. ELECTION OF OFFICERS.

500 A. President and Staff.

(1) The Board of Governors shall elect a President of the University of North Carolina [See G.S. 116-14(a)], whose compensation shall be fixed by the Board of Governors.

(2) The Board of Governors, on nomination of the President, shall elect and fix the compensation of such professional members of the presidential staff as may be deemed necessary to administer the affairs and execute the policies of The University of North Carolina. These staff members shall include a senior vice president and such other vice presidents and officers as may be deemed desirable. [See G.S. 116-14(b)]

(3) In addition, the President shall employ such other personnel, subject to the provisions of Chapter 126 of the General Statutes ("State Personnel System"), as may be deemed necessary to assist the officers of the University in administering the affairs and executing the policies of The University of North Carolina [See G.S. 116-14(b)]

(4) The professional staff complement shall be established by the Board on recommendation of the President to insure that there are persons on the staff who have the professional competence and experience to carry out the duties assigned and to insure that there are persons on the staff who are familiar with the problems and capabilities of all of the principal types of institutions represented in The University of North Carolina. Provision shall be made for persons of high competence and strong professional experience in such areas as academic affairs, public-service programs, business and financial affairs, institutional studies and long-range planning, student affairs, research, legal affairs, health affairs and institutional development, and for State and federal programs administered by the Board. [See G.S. 116-14(b)]

500 B. Chancellors and Staffs.

(1) The Board of Governors shall elect, on nomination of the President, the Chancellor of each of the constituent institutions and fix his compensation.[1] The President shall make

---

[1] The merger of an institution into The University of North Carolina under Chapter 1244 of the 1971 Session Laws shall not impair any term of office, appointment or employment of any administrative, instructional or other personnel of the institution. Effective July 1, 1972, the title President and Vice President of each constituent institution shall be changed to Chancellor and Vice Chancellor, and the tenures of persons occupying these positions shall continue subject to the other provisions of this Code. [See Sec. 18, Ch. 1244, 1971 Session Laws]

his nomination from a list of not fewer than two names recommended by the institutional Board of Trustees. [See G.S. 116-11(4)]

(2) The Board of Governors shall, on recommendation of the President and of the appropriate institutional Chancellor, appoint and fix the compensation of all vice chancellors, senior academic and administrative officers and persons having permanent tenure. [See G.S. 116-11(5)]

SECTION 501. PRESIDENT OF THE UNIVERSITY.

501 A. General Authority.

The President of The University of North Carolina shall be the chief administrative and executive officer of the University. [See G.S. 116-14(a)] He shall have complete authority to manage the affairs and execute the policies of The University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors and the provisions of this Code.

The President shall personally represent before the State, the region and the nation the ideals and the spirit of The University of North Carolina. As the chief executive, the President shall be the official administrative spokesman for and the interpreter of the University to the alumni and alumnae as a whole, the news media, the educational world and the general public. He shall be responsible for the presentation and interpretation of all University policies, recommendations and requests to the General Assembly, the Governor, State officers and commissions and the Federal Government.

501 B. Relation of the President to the Board of Governors.

(1) The President, as the chief executive officer of the University, shall perform all duties prescribed by the Board of Governors. He shall be responsible to the Board of Governors for the prompt and effective execution of all laws relating to The University of North Carolina and of all resolutions, policies, rules and regulations adopted by the Board for the operation of The University of North Carolina and for the government of any and all of its constituent institutions, and his discretionary powers shall be broad enough to enable him to meet his extensive responsibilities.

(2) The President shall make recommendations to the Board of Governors with respect to the adoption, modification, revision or reversal of policies, rules and regulations applicable to The University of North Carolina and any or all of its constituent institutions. To this end, the President shall establish and maintain agencies of inquiry and administrative

lines of communication, which include the constituent institutions, to insure prompt perception of needs for problem identification and analysis, decision and policy formulation.

(3) The President shall prepare and submit to the Board of Governors an annual report, to correspond with the fiscal year of the University, and in addition such other reports and recommendations concerning The University of North Carolina and its constituent institutions as he may deem wise or as the Board may require.

(4) The President shall attend and may participate in, without the privilege of voting, the meetings of the Board of Governors and its various committees, and he may attend the meetings of the several boards of trustees. The Board of Governors and the boards of trustees may convene in executive session, consistent with State law and policy.

(5) The President shall be the official administrative medium of communication between the Board of Governors and all individuals, officials, agencies and organizations, both within and without the University and its constituent institutions.

(6) The President, consistent with the provisions of Section 500 B(2), shall make nominations for all appointments that are to be acted upon by the Board of Governors and shall make recommendations for all promotions, salaries, transfers, suspensions and dismissals that are to be acted upon by the Board. The Board reserves the right, in all instances, to act on its own initiative.

(7) The President shall assume, and retain at all times, control over the budget of The University of North Carolina, subject to the direction and control of the Board of Governors. The President shall prepare the proposed budget of The University of North Carolina and shall submit such proposed budget to the Board of Governors for approval; administrative procedures uniformly applicable to all institutions shall be established by the President to insure that each institution has full opportunity to provide information and advice concerning the formulation of such proposed budget. The President shall be responsible for the presentation and explanation of budget requests approved by the Board of Governors to the Director of the Budget and the Advisory Budget Commission, the General Assembly and its committees, officers and members. The President shall be responsible for the execution of the budget of The University of North Carolina as approved by the General Assembly. All revisions of the budget which require approval of the Advisory Budget Commission shall be acted upon by the Board of Governors on recommendation of the President.

(8) The President, with the approval of the Board of Governors, shall appoint an advisory committee composed of representative presidents of the private colleges and universities of the State. [See G.S. 116-14(c)]

501 C. Relation of the President to the University.

(1) The President shall be the leader of The University of North Carolina and its constituent institutions and shall coordinate the activities of all constituent institutions in accordance with the principle of allocated functions prescribed by the Board of Governors. He shall promote the general welfare and development of the University in its several parts and as a whole.

(2) The President shall be a member of, and shall have the privilege of attending meetings of, all faculties of the constituent institutions of The University of North Carolina.

(3) In the absence of policies prescribed by the Board of Governors, the President shall resolve all issues of jurisdiction and dispute among the constituent institutions of the University.

(4) Subject to such regulations and limitations as may be prescribed by the Board of Governors, the faculties, staffs and student bodies of the constituent institutions, or any member thereof, may have the right to appeal the disposition of grievances to the Chancellor, and from the Chancellor to the President, and from the President to the Board of Governors; provided, that appeals based on policies, rules or regulations adopted by the Board of Trustees shall be addressed initially to the Chancellor, and from the Chancellor to the Board of Trustees, and, where allowed, from the Board of Trustees to the Board of Governors; however, all appeals addressed to or requests for hearings by the Board of Governors, from whatever source, shall be transmitted through the President.

(5) The President may refer for investigation, report and advice any question of University concern to any council, faculty, or scientific, extension or administrative staff.

(6) The medium for official communications between the President and the constituent institutions of the University shall be the respective chancellors.

(7) The President shall establish administrative organizations to carry out the policies of the University. He shall interpret these organizations to the Board of Governors and to the officers and faculties of the University. He shall insure that the University and its constituent institutions are properly staffed with personnel competent to discharge their responsibilities effectively. In carrying out his duties and re-

sponsibilities, the President shall be assisted by his staff officers and by the chancellors of the constituent institutions. The President shall prescribe the duties and assignments of the staff officers reporting to him. He may establish and define the duties of all-University councils and committees to advise and assist him in the execution of his duties. The President may delegate to other officers portions of his duties and responsibilities, with the required authority for their fulfillment. However, such delegation shall not reduce the President's overall responsibility for those portions of his duties which he may choose to delegate.

SECTION 502. CHANCELLORS OF CONSTITUENT INSTITUTIONS.

502 A. General Authority.

The administrative and executive head of each constituent institution shall be the Chancellor, who shall exercise complete executive authority therein, subject to the direction of the President. He shall be responsible for carrying out policies of the Board of Governors and of the Board of Trustees. [See G.S. 116-34(a)]

502 B. Relation of the Chancellor to the Board of Governors and the President.

(1) It shall be the duty of the Chancellor to keep the President, and through him the Board of Governors, fully informed concerning the operations and needs of the institution. Upon request, the Chancellor shall be available to confer with the President or with the Board of Governors concerning matters that pertain to the institution. [See G.S. 116-34(c)] As of June 30 of each year the Chancellor shall prepare for the Board of Governors a detailed report on the operation of the institution for the preceding year. [See G.S. 116-34(a)] He shall make such additional reports to the President or the Board of Governors as the President or the Board of Governors may require.

(2) The Chancellor shall make recommendations for development of the educational programs of the institution [See G.S. 116-34(d)] and shall serve as general adviser to the President, and through him the Board of Governors, with respect to all programs and activities of the institution.

(3) The Chancellor shall be responsible to the President for the administration of the institution, including the enforcement of the decisions, actions, policies and regulations of the Board of Governors applicable to the institution.

(4) Subject to policies prescribed by the Board of Governors and by the institutional Board of Trustees, the Chancellor shall make recommendations for the appointment of personnel within the institution. [See G.S. 116-34(d)] With respect

to all personnel matters, including appointments, promotions, removals and compensation for the institution's academic, administrative and other staffs, which are required to be acted upon by the Board of Governors, the Chancellor shall make recommendations to the President.

(5) The Chancellor shall present to the President all matters concerning the institution which are to be considered by the Board of Governors or any of its committees. In accordance with prescribed administrative procedures uniformly applicable to all institutions, the Chancellor shall participate in the development of the proposed budget of The University of North Carolina.

(6) The Chancellor shall be the official medium of communication between the President and all deans, heads or chairmen of departments, directors and all other administrative officers, faculty members, students and employees.

502 C. Relation of the Chancellor to the Board of Trustees.

(1) It shall be the duty of the Chancellor to attend all meetings of the Board of Trustees and to be responsible for keeping the Board of Trustees fully informed on the operation of the institution and its needs. [See G.S. 116-34(b)] The Board of Trustees may convene in executive session, consistent with State law and policy.

(2) As of June 30 of each year the Chancellor shall prepare for the Board of Trustees a detailed report on the operation of the institution for the preceding year. [See G.S. 116-34(a)] The Chancellor shall also submit such additional reports to the Board of Trustees as he may deem wise or as the Board may require. He shall seek the counsel of the Board of Trustees concerning the affairs of the institution.

(3) The Chancellor shall be responsible to the Board of Trustees for enforcing all policies, rules and regulations of the Board of Trustees.

(4) The Chancellor shall be the official medium of communication between the Board of Trustees and all individuals, officials, agencies and organizations, both within and without the institution.

502 D. Relation of the Chancellor to the Constituent Institution.

(1) Subject to policies established by the Board of Governors, the Board of Trustees or the President, the Chancellor shall be the leader of and the official spokesman for the institution; he shall promote the educational excellence and general development and welfare of the institution; he shall

define the scope of authority of faculties, councils, committees and officers of the institution; and all projects, programs and institutional reports to be undertaken on behalf of the institution shall be subject to his authorization and approval.

(2) The Chancellor shall be a member of all faculties and other academic bodies of the institution and shall have the right to preside over the deliberations of any legislative bodies of the faculties of the institution.

The Chancellor shall be responsible for insuring that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty. The general faculty, however, which shall include at least all full-time faculty and appropriate administrators, may function as the council or senate. The faculty shall be served by a chairman elected either by the general faculty or by the council or senate. However, the Chancellor may attend and preside over all meetings of the council or senate. The council or senate may advise the Chancellor on any matters pertaining to the institution that are of interest and concern to the faculty.

In addition to insuring the establishment of a council or senate, the Chancellor shall insure the establishment of appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards and grading criteria. The procedures for giving advice may be through the council or senate, standing or special committees or other consultative means.

(3) Subject to any policies or regulations of the Board of Governors or of the Board of Trustees, it shall be the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline in the institution. In the discharge of this duty, delegation of such authority may be made by the Chancellor to faculty committees and to administrative or other officers of the institution, or to agencies of student government, in such manner and to such extent as may by the Chancellor be deemed necessary and expedient. In the discharge of his duty with respect to matters of student discipline, it shall be the duty of the Chancellor to secure to every student the right of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against him and the right to such advice and assistance in his own defense as may be allowable under the regulations of the institution as approved by the Chancellor. In those instances where the denial of any of these rights is alleged, it shall be the duty of the President to review the proceedings.

CHAPTER VI

ACADEMIC FREEDOM AND TENURE

SECTION 600. FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY.

(1) The University of North Carolina is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn and otherwise to seek and speak the truth.

(3) Faculty and students of The University of North Carolina shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

SECTION 601. ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY.

(1) It is the policy of The University of North Carolina to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication for all members of the academic staffs of the constituent institutions. Members of the faculty are expected to recognize that accuracy, forthrightness and dignity befit their association with the University and their position as men and women of learning. They should not represent themselves, without authorization, as spokesmen for The University of North Carolina or any of its constituent institutions.

(2) The University and its constituent institutions shall not penalize or discipline members of their faculties because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

SECTION 602. ACADEMIC TENURE.

(1) To promote and protect the academic freedom of its faculty, the Board of Trustees of each constituent institu-

tion shall adopt policies and regulations governing academic tenure.

(2) In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by The University of North Carolina.

(3) The tenure policies and regulations of each constituent institution[1] shall prescribe the procedures by which decisions concerning appointment, reappointment, promotion and the conferral of permanent tenure shall be made. The length of terms of appointment that do not carry permanent tenure and those faculty ranks or titles whose holders shall be eligible for permanent tenure shall be prescribed. The institutional policies and regulations also shall prescribe the intervals at which the review of candidates for reappointment and promotion, including the conferral of permanent tenure, shall occur.

The tenure policies and regulations of each institution, which shall include the complete text of Chapter Six of the Code, shall be published by the institution and distributed to its faculty members.

(4) The tenure policies and regulations of each institution shall set forth the general considerations upon which appointment, reappointment, promotion and permanent tenure are to be recommended. The institutional regulations shall provide that these considerations shall include an assessment of at least the following: the faculty member's demonstrated professional competence, his potential for future contribution and institutional needs and resources.

(5) The institutional policies and regulations shall specify that permanent tenure may be conferred only by action of the President and the Board of Governors, or by such other agencies or officers as may be delegated such authority by the Board of Governors.

(6) Institutional tenure policies and regulations shall distinguish among the following:

(a) the nonreappointment (or nonrenewal) of a faculty member at the expiration of a specified term of service;

(b) the discharge or suspension of a faculty member with permanent tenure or of a faculty member appointed to a specified term of service before that term expires for reasons based on incompetence, neglect of duty or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty;

---

[1] Because of the unique character and mission of the North Carolina School of the Arts, the requirement that the institution adopt tenure policies will be satisfied at that institution by an employment system based on renewable contracts, which system need not provide for the traditional faculty ranks. Wherever the phrase "tenure policies and regulations" is used in this Chapter, it shall mean, for the School of the Arts, the faculty employment policies of that School. Wherever the phrase "tenured faculty" is used in this Chapter, it shall mean, for that School, a faculty member holding a fixed-term contract.

(c) the termination of employment for reasons of institutional financial exigency or major curtailment or elimination of a teaching, research or public-service program of a faculty member who has permanent tenure, or of a faculty member who has been appointed to a specified term of service before that term expires; and

(d) retirement for age or physical or mental disability.

(7) Institutional tenure policies and regulations shall provide that the appointment, reappointment or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon the continuing availability of such funds. The institutional tenure policies and regulations may make one or more of the following exceptions to the foregoing contingency requirement:

(a) That such a contingency shall not be included in a promotion to a higher rank if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition is attached to the tenure.

(b) That such a contingency shall not be attached to the contract of a faculty member if he held permanent tenure in that institution on July 1, 1975, and his contract was not contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

(c) That such a contingency may be waived for health affairs faculties because of the unusual dependence of programs in the health professions on income from sources such as clinical receipts.

If a faculty member's appointment is terminated because of the nonavailability of these funds, the institution will make every reasonable effort to give the same notice as set forth in Section 605 B (1). This notice shall include the pertinent data upon which the termination is based.

(8) The tenure policies and regulations of each institution shall be subject to approval by the President and the Board of Governors. The President periodically shall review and re-evaluate these policies and regulations and report his findings and recommendations, if any, to the Committee on Personnel and Tenure and through the Committee to the Board of Governors.

SECTION 603. DUE PROCESS BEFORE DISCHARGE OR THE IMPOSITION OF SERIOUS SANCTIONS.

(1) A faculty member, who is the beneficiary of institutional guarantees of tenure, shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty or misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty.[2] These penalties may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to nonreappointment (Section 604) or termination of employment (Section 605).

(2) The Chancellor or his delegate shall send the faculty member by registered mail, return receipt requested, a written statement of intention to discharge him. The statement shall include notice of the faculty member's right, upon request, to both written specification of the reasons for the intended discharge and a hearing by an elected standing faculty committee on hearings.

(3) If, within ten days[3] after he receives the notice referred to in paragraph (2) above, the faculty member makes no written request for either a specification of reasons or a hearing, he may be discharged without recourse to any institutional grievance or appellate procedure.

(4) If, within ten days after he receives the notice referred to in paragraph (2) above, the faculty member makes

---

[2] Retirement for reason of disability shall be in accordance with North Carolina statutes and regulations governing retirement for faculty who are members of the state retirement system. A faculty member who is not a member of the state retirement system and who is mentally or physically disabled, but refuses to retire, may be discharged because of that disability only in accordance with the procedures of this section.

[3] Wherever it is used in this Chapter, except when calendar day is specified, the word "day" shall mean any day except Saturday, Sunday or an institutional holiday. In computing any period of time, the day in which notice is received is not counted but the last day of the period being computed is to be counted.

written request, by registered mail, return receipt requested, for a specification of reasons, the Chancellor or his delegate shall supply such specification in writing by registered mail, return receipt requested, within ten days after receiving the request. If the faculty member makes no written request for a hearing within ten days after he receives the specification, the faculty member may be discharged without recourse to any institutional grievance or appellate procedure.

(5) If the faculty member makes a timely written request for a hearing, the Chancellor or his delegate shall insure that the hearing is accorded before an elected standing committee of the institution's faculty. The hearing shall be on the written specification of reasons for the intended discharge. The hearing committee shall accord the faculty member twenty days from the time it receives his written request for a hearing to prepare his defense. The hearing committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member.

(6) The hearing shall be closed to the public unless the faculty member and the hearing committee agree that it may be open. The faculty member shall have the right to counsel, to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses and to examine all documents and other adverse demonstrative evidence. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at the institution's expense.

(7) The Chancellor, or his delegate or counsel, may participate in the hearing to present evidence, cross-examine witnesses and make argument.

(8) In reaching decisions on which its written recommendations to the Chancellor shall be based, the committee shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow. The committee shall make its written recommendations to the Chancellor within ten days after its hearing concludes.

(9) If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, his decision shall be final. If the Chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the Chancellor's decision to the Board of Trustees. This appeal shall be transmitted through the Chancellor and be addressed to the Chairman of the Board. Notice of appeal shall be filed within

ten days after the faculty member receives the Chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the faculty hearing committee, but it may, in its discretion, hear such other evidence as it deems necessary. The Board of Trustees' decision shall be made within forty-five days after the Chancellor has received the faculty member's request for an appeal to the trustees. This decision shall be final except that the faculty member may, within ten days after receiving the trustees' decision, file a written petition for review with the Board of Governors if he alleges that one or more specified provisions of the Code of The University of North Carolina have been violated. Any such petition to the Board of Governors shall be transmitted through the President, and the Board shall, within forty-five days, grant or deny the petition or take such other action as it deems advisable. If it grants the petition for review, the Board's decision shall be made within forty-five days after it has notified the faculty member that it will review the petition.

(10) When a faculty member has been notified of the institution's intention to discharge him, the Chancellor may suspend him at any time and continue the suspension until a final decision concerning discharge has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay.

SECTION 604. APPOINTMENT, NONREAPPOINTMENT AND REQUIREMENTS OF NOTICE AND REVIEW.

604 A. Notice of Reappointment or Nonreappointment.

(1) The decision not to reappoint a faculty member at the expiration of a fixed term of service shall be made by the appropriate institutional faculty and administrative officers early enough to permit timely notice to be given. For full-time faculty at the rank of instructor, assistant professor, associate professor or professor, the minimum requirement for timely notice shall be as follows:

(a) during the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before his employment contract expires;

(b) during the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days' notice before his employment contract expires; and

(c) after two or more years of continuous service at the institution, the faculty member shall be given not less than twelve months' notice before his employment contract expires.

(2) Notice of reappointment or nonreappointment shall be written. If the decision is not to reappoint, then failure to give timely notice of nonreappointment will oblige the Chancellor thereafter to offer a terminal appointment of one academic year.

604 B. Impermissible Reasons for Nonreappointment.

In no event shall a decision not to reappoint a faculty member be based upon (a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) discrimination based upon the faculty member's race, sex, religion or national origin or (c) personal malice.

604 C. Special Faculty Appointments.

All appointments of visiting faculty,[4] adjunct faculty or other special categories of faculty such as lecturers, artists-in-residence or writers-in-residence shall be for only a specified term of service. That term shall be set forth in writing when the appointment is made, and the specification of the length of the appointment shall be deemed to constitute full and timely notice of nonreappointment when that term expires. The provisions of Sections 604 A and 602 (4) shall not apply in these instances.

SECTION 605. TERMINATION OF FACULTY EMPLOYMENT.

605 A. Definition.

The tenure policies and regulations of each institution shall provide that the employment of faculty members with permanent tenure or of faculty members appointed to a fixed term may be terminated by the institution because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a teaching, research or public-service program. "Financial exigency" is defined as a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research or public-service program shall be made by the Chancellor, after consulting with the academic administrative officers and faculties as required by Section 605 C(1), subject to the concurrence by the President and then approval by the Board of Governors. If the financial exigency or curtailment or elimination of program is such that the institution's contractual obligation to a faculty member may not be met, the employment of the faculty member may be terminated in accordance with institutional procedures that afford the faculty member a fair hearing on that decision.

---

[4] Visiting faculty shall include any person who is appointed to a term of less than one academic year.

605 B. Timely Notice of Termination.

(1) When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research or public-service program and such curtailment or elimination of program is not founded upon financial exigency, the faculty member shall be given timely notice as follows:

(a) one who has permanent tenure shall be given not less than twelve months' notice; and

(b) one who was appointed to a fixed term and does not have permanent tenure shall be given notice in accordance with the requirements specified in Section 604 A(1).

(2) When a faculty member's employment is to be terminated because of financial exigency, the institution will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in Section 605 B(1).

(3) For a period of two years after the effective date of termination of a faculty member's contract for any of the reasons specified in Section 605 A, the institution shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer shall be made by registered mail, return receipt requested, and the faculty member will be given thirty calendar days after he receives the notice to accept or reject the offer.

605 C. Institutional Procedures.

The institution shall establish regulations governing termination procedures. These regulations shall include provisions incorporating the following requirements:

(1) If it appears that the institution will experience an institutional financial exigency or needs seriously to consider

a major curtailment or elimination of a teaching, research or public-service program, the Chancellor or his delegate shall first seek the advice and recommendations of the academic administrative officers and faculties of the departments or other units that might be affected.

(2) In determining which faculty member's employment is to be terminated for reasons set forth in Section 605 A, the Chancellor shall give consideration to tenure status, to years of service to the institution and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

(3) An individual faculty member whose employment is to be terminated shall be notified of this fact in writing. This notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision and a disclosure of pertinent financial or other data upon which the decision was based.

(4) A reconsideration procedure shall be provided that affords the faculty member whose employment is to be terminated a fair hearing on the termination if he alleges that the decision to terminate was arbitrary or capricious.

(5) The institution, when requested by the faculty member, shall give reasonable assistance in finding other employment for a faculty member whose employment has been terminated.

(6) The faculty member may appeal the reconsideration decision in the manner provided by Section 501 C(4).

SECTION 606. REAPPOINTMENT OF FACULTY BEYOND NORMAL DATE OF RETIREMENT.

(1) Consistent with G.S. 135-5(a)(2), each member of the faculty shall automatically be retired on July 1 coincident with or next following his sixty-fifth birthday, without notice, except as herein provided.

(2) A faculty member may be continued in employment past the retirement date specified in subsection (1) upon approval of the Chancellor and of the Board of Trustees. Continuation in employment may be authorized only in increments not exceeding one year. Continuation in full-time employment shall not extend beyond July 1 coincident with or next following the faculty member's seventieth birthday. Continuation in employment not exceeding half-time service shall not extend beyond July 1 coincident with or next following the faculty member's seventy-second birthday.

SECTION 607. FACULTY GRIEVANCE COMMITTEE FOR CONSTITUENT INSTITUTIONS.

(1) The Chancellor of each constituent institution shall provide for the establishment of a faculty grievance committee. The faculty grievance committee shall be elected by the faculty with members elected from each professorial rank. No officer of administration shall serve on the committee. For purposes of this section, "officer of administration" shall be deemed to include department chairmen and department heads.

(2) The committee shall be authorized to hear, mediate and advise with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance, to mediate voluntary adjustment by the parties and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the Chancellor only after the dean, department head or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.

(3) "Grievances" within the province of the committee's power shall include matters directly related to a faculty member's employment status and institutional relationships within the constituent institution. However, no grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, may be considered by the committee.

(4) If any faculty member feels that he has a grievance, he may petition the faculty grievance committee for redress. The petition shall be written and shall set forth in detail the nature of the grievance and against whom the grievance is directed. It shall contain any information that the petitioner considers pertinent to his case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

(5) If, before this section is established, the faculty of an institution has adopted a faculty grievance procedure that in its judgment is adequate to its needs, it may retain that procedure in place of the one specified above.[5]

SECTION 608. STUDENTS' RIGHTS AND RESPONSIBILITIES.

(1) The University of North Carolina affirms that the first goal of each constituent institution is to educate the students admitted to its programs. The freedom of students to

---

[5] This section became effective July 1, 1975.

learn is an integral and necessary part of the academic freedom to which the University and its constituent institutions are dedicated. Each constituent institution shall provide, within allotted functions and available resources, opportunity for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding and enhancing their knowledge and experience applicable to the effective discharge of civic, professional and social responsibilities. No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

(2) All students shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

(3) In applying regulations in the area of student discipline, each constituent institution shall adhere to the requirements of due process as set forth in Section 502 D(3) of this Code.

SECTION 609. APPELLATE JURISDICTION OF THE BOARD OF GOVERNORS.

609 A. Discretionary Review.

Nothing contained in Chapter Six, or any other chapter of the Code, shall be construed to limit the right of the Board of Governors to make such inquiry and review into personnel actions as it may from time to time deem appropriate.

609 B. Hearings.

The Board of Governors may in its sole discretion conduct hearings. Any hearing, whether before the full Board or a designated standing or special committee of the Board, shall be limited to such matters as the Board of Governors shall deem appropriate.

CHAPTER VII

FINANCES, PROPERTY AND OBLIGATIONS

SECTION 700. BUDGETS AND APPROPRIATIONS.

700 A. Budget Recommendations.

The Board of Governors shall develop, prepare and present to the Governor, the Advisory Budget Commission and the General Assembly a single, unified recommended budget for all of public senior higher education. The recommendations shall consist of requests in three general categories: (i) funds for the continuing operation of each constituent institution, (ii) funds for salary increases for employees exempt from the State Personnel Act and (iii) funds requested without reference to constituent institutions, itemized as to priority and covering such areas as new programs and activities, expansions of programs and activities, increases in enrollments, increases to accommodate internal shifts and categories of persons served, capital improvements, improvements in levels of operation and increases to remedy deficiencies, as well as other areas. [See G.S. 116-11(9)a]

700 B. Appropriations and Allocations.

Funds for the continuing operation of each constituent institution shall be appropriated directly to the institution. Funds for salary increases for employees exempt from the State Personnel Act shall be appropriated to the Board of Governors in a lump sum for allocation to the institutions. Funds for the third category in Section 700 A above, shall be appropriated to the Board of Governors in a lump sum. The Board of Governors shall allocate to the institutions any funds appropriated, said allocation to be made in accordance with the Board's schedule of priorities; provided, however, that when both the Board and the Advisory Budget Commission deem it to be in the best interest of the State, funds in the third category may be allocated, in whole or in part, for other items within the list of priorities or for items not included in the list. [See G.S. 116-11(9)c]

700 C. Transfers of Appropriated Funds.

The Advisory Budget Commission may, on recommendation of the Board of Governors, authorize transfer of appropriated funds from one institution to another to provide adjustments for over- or under-enrollment or may make any other adjustments among institutions that would provide for the orderly and efficient operation of the institutions. [See G.S. 116-11(9)c]

SECTION 701. TUITION AND FEES.

The Board of Governors shall set tuition and required fees at the constituent institutions, not inconsistent with actions of the General Assembly, in such amount or amounts as it may deem best, taking into consideration the nature of each institution and program of study and the cost of equipment and maintenance; and each institution shall charge and collect from each student, at the beginning of each semester or quarter, tuition, fees and an amount sufficient to pay other expenses for the term. [See G.S. 116-11(7) and 116-143] Consistent with the North Carolina constitutional mandate, the benefits of The University of North Carolina shall be extended to the people of the State free of expense, as far as practicable. [See N.C. Constitution, Art. **IX, Sec. 9]**

SECTION 702. GENERAL POWERS CONCERNING PROPERTY.

702 A. Corporate Powers.

The Board of Governors shall have the powers, relating to the acquisition, use and disposition of property, set forth in Chapter One, Section 101 of this Code.

702 B. Statutory Powers.

Subject to applicable State law and to the terms and conditions of the instruments under which property is acquired, the Board of Governors may acquire, hold, convey or otherwise dispose of, invest and reinvest any and all real and personal property, with the exception of any property that may be held by trustees of institutional endowment funds under the provisions of G.S. 116-36 or that may be held, under authority delegated by the Board of Governors, either by a Board of Trustees or by trustees of any other endowment or trust fund. [See G.S. **116-11(2)**]

702 C. Transfer of Property and Obligations.

All property of whatsoever kind and all rights and privileges held by the former Board of Higher Education and by the former boards of trustees of Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University and Winston-Salem State University, as said property, rights and privileges may have existed immediately prior to July 1, 1972, are, effective July 1, 1972, transferred to and vested in the Board of Governors. All obligations of whatsoever kind of the former Board of Higher Education and of the former boards of trustees of Appalachian State University, East Carolina University, Elizabeth City State University, Fayette-

ville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University and Winston-Salem State University, as said obligations may have existed immediately prior to July 1, 1972, are, effective July 1, 1972, transferred to and assumed by the Board of Governors. Any property, real or personal, held immediately prior to July 1, 1972, by a Board of Trustees of a constituent institution for the benefit of that institution or by The University of North Carolina for the benefit of any one or more of its six institutions, shall, from and after July 1, 1972, be kept separate and distinct from other property held by the Board of Governors, shall continue to be held for the benefit of the institution or institutions that were previously the beneficiaries and shall continue to be held subject to the provisions of the respective instruments, grants or other means or process by which any property right was acquired. In case a conflict arises as to which property, rights or privileges were held for the beneficial interest of a particular institution, or as to the extent to which such property, rights or privileges were so held, the Board of Governors shall determine the issue, and the determination of the Board of Governors shall constitute final administrative action. Nothing in this Code shall be deemed to increase or diminish the income, other revenue or specific property which is pledged, or otherwise hypothecated, for the security or liquidation of any obligations, it being the intent that the Board of Governors shall assume said obligations without thereby either enlarging or diminishing the rights of the holders thereof. [See G.S. 116-12]

702 D. Limitation on Exercise of Powers.

The power and authority granted to the Board of Governors with regard to the acquisition, operation, maintenance and disposition of real and personal property shall be subject to, and exercised in accordance with, the provisions of Chapters 143 and 146 of the General Statutes. [See G.S. 116-13]

SECTION 703. IMMUNITIES.

703 A. Tax Exemption.

The lands and other property belonging to The University of North Carolina shall be exempt from all kinds of public taxation [See N. C. Constitution, Art. V, Sec. 2(3) and G.S. 116-16]

703 B. Tort Liability.

The University of North Carolina is not liable for any tort claims except as provided for by law. [See generally G.S. 143-291, *et seq.* and G.S. 116-40.2]

SECTION 704. ENDOWMENT FUND.

Each Board of Trustees is authorized to establisb and maintain, pursuant to the requirements of State law and such terms and conditions as the Board of Governors may from time to time prescribe, permanent endowment funds for its institution. [See G.S. 116-36]

SECTION 705. ANNUITY OR RETIREMENT INCOME CONTRACTS.

Notwithstanding any provision of law relating to salaries and/or salary schedules for the pay of faculty members, administrative officers or any other employees of universities, colleges and institutions of higher learning as named and set forth in this Code and other State agencies qualified as educational institutions under § 501 (c)(3) of the United States Internal Revenue Code, the Board of Governors may authorize the business officer or agent for each constituent institution of The University of North Carolina to enter into annual contracts with any of the faculty members, administrative officers and employees of said institutions of higher learning which provide for a reduction in salary below the total established compensation or salary schedule for a term of one year. The financial officer or agent shall use the funds derived from the reduction in the salary of the faculty member, administrative officer or employee to purchase a nonforfeitable annuity or retirement income contract for the benefit of said faculty member, administrative officer or employee. A faculty member, administrative officer or employee who has agreed to a salary reduction for this purpose shall not have the right to receive the amount of the salary reduction in cash or in any other way except the annuity or retirement income contract. Funds used for the purchase of an annuity or retirement income contract shall not be in lieu of any amount earned by the faculty member, administrative officer or employee before his election for a salary reduction has become effective. The agreement for salary reductions referred to herein shall be effected under any necessary regulations and procedures adopted by the Board of Governors. The amount by which the salary of any faculty member, administrative officer or employee is reduced pursuant to this section shall not be excluded, but shall be included, in computing and making payroll deductions for social security and retirement system purposes, and in computing and providing matching funds for retirement system purposes. [See G.S. 116-17]

SECTION 706. REVENUE BONDS.

The Board of Governors shall have authority, subject to such limitations and restrictions as may be established by

State law, to issue revenue bonds with respect to the construction and maintenance of the following types of facilities:

A. **Service and Auxiliary Facilities [See G.S. 116-41.1 through 116-41.2],**

B. **Student Housing Facilities [See G.S. 116-175 through 116-185] and**

C. Student Housing, Student Activities, Physical Education and Recreation Facilities [See G.S. 116-187 through 116-198].

CHAPTER VIII

MATTERS INVOLVING NON-PUBLIC INSTITUTIONS

SECTION 800. LICENSING.

800 A. Prohibition Against Unauthorized Conferring of Degrees.

No non-public educational institution created or established in this State after April 15, 1923, by any person, firm, organization or corporation shall have power or authority to confer degrees upon any person except as provided by State law. The Board of Governors shall call to the attention of the Attorney General, for such action as he may deem appropriate, any institution failing to comply with such requirements of State law. [See G.S. 116-15(a)]

800 B. Issuance of Licenses to Confer Degrees.

The Board of Governors, under such standards as it shall establish, may issue its license to confer degrees in such form as it may prescribe to a non-public educational institution established in this State after April 15, 1923, by any person, firm, organization or corporation; but no non-public educational institution established in the State subsequent to that date shall be empowered to confer degrees unless it has income sufficient to maintain an adequate faculty and equipment sufficient to provide adequate means of instruction in the arts and sciences, or in any other recognized field or fields of learning or knowledge. [G.S. 116-15(b)]

800 C. Revocation of Licenses to Confer Degrees.

All non-public educational institutions licensed under this section shall file such information with the President as the Board of Governors may direct, and the said Board may evaluate any non-public educational institution applying for a license to confer degrees under this section. If any such non-public educational institution shall fail to maintain the required standards, the Board shall revoke its license to confer degrees, subject to a right of review of this decision in the manner provided in Article 33 of Chapter 143 of the General Statutes. [G.S. **116-15(c)**]

SECTION 801. ASSESSMENT OF NEEDS AND REVIEW OF REQUESTS.

The Board of Governors shall assess the contributions and needs of the non-public colleges and universities of the State and shall give advice and recommendations to the General Assembly to the end that the resources of these institutions may be utilized in the best interest of the State. All requests by non-public institutions of higher education for State financial assistance to the institutions or to students attending them shall be submitted first to the Board for review and recommendation before being presented to any other State agency or to the General Assembly. [See G.S. 116-11(11)]

SECTION 802. FINANCIAL AID.

802 A. Contracts to Aid North Carolina Students.

In order to encourage and assist non-public institutions to continue to educate North Carolina students, the Board of Governors is authorized to enter into contracts with the institutions under the terms of which an institution receiving any funds that may be appropriated pursuant to G.S. 116-19 would agree that, during any fiscal year in which such funds were received, the institution would provide and administer scholarship funds for needy North Carolina students in an amount at least equal to the amount paid to the institution, pursuant to G.S. 116-19, during the fiscal year. Under the terms of the contracts the Board of Governors would agree to pay to the institutions, subject to the availability of funds, a fixed sum of money for each North Carolina student enrolled at the institutions for the regular academic year, said sum to be determined by appropriations that might be made from time to time by the General Assembly pursuant to G.S. 116-19. Funds appropriated pursuant to G.S. 116-19 shall be paid by the Department of Administration to an institution upon recommendation of the Board of Governors and on certification of the institution showing the number of North Carolina students enrolled at the institution as of October 1 of any year for which funds may be appropriated. [See G.S. 116-19]

802 B. Scholarship and Contract Terms; Base Period.

In order to encourage and assist non-public institutions to educate additional numbers of North Carolinians, the Board of Governors is authorized to enter into contracts with the institutions under the terms of which an institution receiving any funds that may be appropriated pursuant to G.S. 116-20 would agree that, during any fiscal year in which such funds were received, the institution would provide and administer scholarship funds for needy North Carolina students in an amount at least equal to the amount paid to the institution, pursuant to G.S. 116-20, during the fiscal year. Under the terms of the contracts the Board of Governors would agree to pay to the institutions, subject to the availability of funds, a fixed sum of money for each North Carolina student enrolled as of October 1 of any year for which appropriated funds may be available, over and above the number of North Carolina students enrolled in that institution as of October 1, 1970, which shall be the base date for the purpose of this calculation. Funds appropriated pursuant to G.S. 116-20 shall be paid by the Department of Administration to an institution upon recommendation of the Board of Governors and on certification of the institution showing the number of North Carolina students enrolled at the institution as of October 1 of any year for which funds may be appropriated over the number enrolled on the base date. In the event funds are appropriated for expenditure pursuant to G.S. 116-20 and funds are also appropriated, for the same fiscal year, for expenditure pursuant to G.S. 116-19, students who are enrolled at an institution in excess of the number enrolled on the base date may be counted under G.S. 116-20 for the purpose of calculating the amount to be paid to the institution, but the same students may not also be counted under G.S. 116-19, for the purpose of calculating payment to be made under that section. [See G.S. **116-20**]

802 C. Contract Forms; Reports; Audits; Regulations.

The Board of Governors is authorized to prescribe the form of the contracts to be executed under G.S. 116-19 and 116-20, to require of the institutions such reports, statements and audits as the Board may deem necessary or desirable in carrying out the purposes of G.S. 116-19 through 116-22 and to make any rules or regulations that will, in the opinion of the Board, help to achieve the purposes of G.S. 116-19 through 116-22. [See G.S. **116-21**]

802 D. Definitions.

As used in this Chapter:

(1) "Institution" shall mean an educational institution located in this State that is not owned or operated by the State of North Carolina or by an agency or political subdivision of the State or by any combination thereof; that is accredited by the Southern Association of Colleges and Schools under the standards of the College Delegate Assembly of said Association and that is not a seminary, Bible school, Bible college or similar religious institution. [See G.S. **116-22(1)**]

(2) "Student" shall mean a resident of North Carolina in accordance with definitions of residency that may from time to time be adopted by the Board of Governors and published in the residency manual of said Board; and a person who has not received a bachelor's degree, or qualified therefor, and who is otherwise classified as an undergraduate under such regulations as the Board of Governors may promulgate. The enrollment figures required by G.S. 116-19 through 116-22 shall be the number of full-time equivalent students as computed under regulations prescribed by the Board of Governors. [See G.S. **116-22(2)**]

CHAPTER IX

MISCELLANEOUS PROVISIONS

SECTION 900. NORTH CAROLINA MEMORIAL HOSPITAL BOARD OF DIRECTORS.

900 A. Composition.

The Board of Governors is directed to create a board of directors for North Carolina Memorial Hospital consisting of twelve members, of which nine shall be appointed by the Board of Governors. Three members *ex officio* of said board shall be The University of North Carolina at Chapel Hill Vice Chancellor for Health Sciences, The University of North Carolina at Chapel Hill Vice Chancellor for Business and Finance and the Dean of The University of North Carolina at Chapel Hill Medical School, or successors to these offices under other titles with similar responsibilities. Nine members shall be appointed from the business and professional public-at-large, none of whom shall be Governors of the University, and, thereafter, the nine appointive members shall select one of their number to serve as chairman. Members of this board shall include, but not be limited to, persons with special competence in business management, hospital administration and medical practice not affiliated with University faculty. Four members shall be appointed for three-year terms and five members for five-year terms. All subsequent appointments shall be for five-year terms. Board member vacancies shall be filled by the Board of Governors for the unexpired term. The Board of Governors may remove any member for cause. Board members, other than *ex officio* members, shall each receive such per diem and necessary travel and subsistence expenses while engaged in the discharge of their official duties as is provided by law for members of State boards and commissions generally. [See G.S. 116-37(a)]

900 B. Meetings and Powers of Board.

The board of directors shall meet at least every sixty days and may hold special meetings at any time and place within the State at the call of its chairman. The board of directors shall make rules, regulations and policies governing the management and operation of the North Carolina Memorial Hospital, consistent with basic State statutes and procedures, to meet the goals of education, research, patient care and community service. The board's action on matters within its jurisdiction is final, except that appeals may be made, in writing, to the Board of Governors with copy of appeal to the University administration. The board of directors shall elect and may remove the director of the hospital. The board of directors may enter into formal agreements with The University of North Carolina at Chapel Hill, Division of Health Sciences, with respect to the provision of clinical experience for students and may also enter into formal agreements with The University of North Carolina at Chapel Hill for the provision of maintenance and supporting services needed by the hospital. [See G.S. 116-37(b)]

900 C. Director of Hospital.

The executive head of the North Carolina Memorial Hospital shall be the director of the hospital, who shall be appointed by the board of directors to serve at its pleasure. The director shall administer the affairs of the hospital subject to the duly adopted policies, rules and regulations of the board of directors, including the appointment, promotion, demotion and discharge of all hospital personnel. The director of the hospital shall report to the board of directors quarterly or more often as required. The director will serve as secretary to the board of directors. [See G.S. 116-37(c)]

900 D. Hospital Personnel.

The hospital shall establish a personnel office for personnel administration independent of the central personnel office of The University of North Carolina at Chapel Hill. [See G.S. 116-37(d)]

900 E. Hospital Finances.

The hospital shall be subject to the provisions of the Executive Budget Act. There shall be established a hospital business and budget office to administer the budget and financial affairs of the hospital, independent of the central business and financial office of The University of North Carolina at Chapel Hill, except for coöperative reporting requirements. The director of the hospital, subject to the board of directors, shall be responsible for all aspects of budget preparation, budget execution and expenditure reporting. Subject to the approval of the Advisory Budget Commission: all hospital operating funds may be budgeted and disbursed through a special fund code, all hospital receipts may be deposited directly to the special fund code; and general fund appropriations for hospital support may be budgeted in a general fund code under a single purpose, "Contributions to Hospital Operations," and be transferable to the special fund operating code as receipts. [See G.S. 116-37(e)] The preparation and execution of the hospital budget shall be subject to the requirements of Section 501 B(7) of this Code.

900 F. Hospital Purchases.

The hospital shall be subject to all provisions of Articles 3 and 3A of Chapter 143 of the General Statutes relating to the Department of Administration, Purchase and Contract Division. There shall be established a hospital purchasing office independent of the central purchasing office of The University of North Carolina at Chapel Hill to handle all purchasing requirements of the hospital. The Purchase and Contract Division may enter into such arrangements with the hospital board of directors as the Division may deem necessary in consideration of the special requirements of the hospital for procurement of certain supplies, materials, equipments and services. [See G.S. 116-37(f)]

900 G. Hospital Property.

The hospital board of directors shall be responsible to the Board of Governors for the maintenance, operation and control of the hospital and its grounds. [See G.S. 116-37(g)]

SECTION 901. NORTH CAROLINA SCHOOL OF THE ARTS.

901 A. Policy.

It is declared to be the policy of the State to foster, encourage and promote, and to provide assistance for, the cultural development of the citizens of North Carolina, and to this end the General Assembly has created and provided for a training center for instruction in the performing arts. [See G.S. 116-63]

901 B. Establishment.

There is established, and there shall be maintained, a school for the professional training of students having exceptional talent in the performing arts which shall be defined as an educational institution of the State, to serve the students of North Carolina and other states, particularly other states of the South. The School shall be designated the "North Carolina School of the Arts." [See G.S. 116-64]

901 C. Board of Trustees.

The North Carolina School of the Arts is a part of The University of North Carolina and subject to the provisions of this Code; provided, however, that notwithstanding the provisions of Chapter Four of this Code, the Board of Trustees of said School shall consist of fourteen persons, thirteen of whom are selected in accordance with provisions of said Chapter Four and one of whom shall be the conductor of the North Carolina Symphony, who shall serve *ex officio*. [See G.S. 116-65]

901 D. Powers of Board.

The Board of Governors and the Board of Trustees of the School shall be advised and assisted by the State Board of Education and by the advisory board of the School. Entrance requirements shall be prescribed so that the professional training offered shall be available only to those students who possess exceptional talent in the performing arts. In developing curricula the School shall utilize, pursuant to agreement with institutions of higher education or with any local administrative school unit, existing facilities and such academic nonarts courses and programs of instruction as may be needed by the students of the School, and, in the discretion of the Board of Governors, personnel may be employed jointly with any such institution or unit on a cooperative, cost-sharing basis. Curricula below the collegiate level shall be developed with the advice and approval of the State Board of Education and in consultation with the advisory board of the School. The School shall confer and cooperate with the Southern Regional Education Board and with other regional and national organizations to obtain wide support and to establish the School as the center in the South for the professional training and performance of artists. The Chancellor of the School shall preferably be a noted composer or dramatist. [See G.S. 116-66]

901 E. Advisory Board.

An advisory board, to consist of at least ten members who shall have achieved national or international distinction as performers, playwrights or composers, shall be appointed by the Governor, to serve for terms of eight years each; provided, that of the original advisory board, one third shall be appointed for terms of eight years, one third shall be appointed for terms of six years and one third shall be appointed for terms of four years. The members of the advisory board shall be notified of all meetings of the Board of Trustees and shall be invited to attend such meetings and to advise and counsel with the Board of Trustees, but the members of the advisory board shall not be entitled to vote. Vacancies arising on the said advisory board shall be filled by election of replacement members by the advisory board, with the approval of the Governor, for terms of eight years, or, if to fill a vacancy arising during an unexpired term, for the remainder of the term of the vacating member. [See G.S. 116-67]

901 F. Endowment Fund.

The Board of Trustees is authorized to establish a permanent endowment fund, and shall perform such duties in relation thereto as are prescribed by the provisions of Chapter Seven of this Code. [See G.S. 116-68]

901 G. Purpose of School Program.

The primary purpose of the School shall be the professional training, as distinguished from liberal arts instruction, of talented students in the fields of music, drama, the dance and allied performing arts, at both the high school and college levels of instruction, with emphasis placed upon performance of the arts, and not upon academic studies of the arts. The said School may also offer high school and college instruction in academic subjects, and such other programs as are deemed necessary to meet the needs of its students and of the State, consistent with appropriations made and gifts received therefor, and may cooperate, if it chooses, with other schools which provide such courses of instruction. The School, on occasion, may accept elementary grade students of rare talent, and shall arrange for such students, in cooperation with an elementary school, a suitable educational program. [G.S. 116-69]

INDEX

A

Absence, Faculty 38
Academic and Non-Academic Services 79
Academic Affairs, Vice Chancellor for 16
  Apparel 30
  Audio Visual Services Center 70
  Committees, Annual Report Format 7
  Committees, Faculty Senate--Policy-Making Machinery 5
  Committees, Faculty Senate--Lines of Authority and Responsibility 15
  Council--Policy-Making Machinery 5
  Counseling 31
  Freedom E-1
  Freedom and Tenure, U.N.C. Code, Chapter VI M-1
  Information 31
  Lines of Authority and Responsibility 14
  Policies and Procedures 31
  Policy 5
Accountant, Grants Administration and Student Loans 26
Accountant, Special Funds 27
Activities, Extracurricular, and Class Attendance 38
Administration, General University 4
Administration of Schools and Departments 18
Administrative Committees 14
  Council--Lines of Authority and Responsibility 15
  Council--Policy-Making Machinery 13
  Lines of Authority and Responsibility 14
  Policy 13
Admission 79
Admission to Athletic Contests 69
Admission, Summer Session 79
Admissions Committee 8
Admissions, Dean of 20
Advisers, Student 31
Affirmative Action/Equal Opportunity Policy of East Carolina University K-1
Agenda Committee 8, A-5
Alumni Affairs and Foundations, Director of 23
Alumni Association 79
Annual Report Format, Academic Committees 7
Annuity, Tax Deferred 63
Announcements 31
Anti-Nepotism H-1
Apparel, Academic 30
Appeals (Academic), Student 8
Application for Graduation 32
Appointment 54
Arts and Sciences, College of 19
Assemblies, Departmental 29
Associate Dean of Student Affairs for Activities 24
Associate Deans of Student Affairs for Men and Women 24
Athletic Affairs 21
Athletic Contests, Faculty Admission to 69
Athletics, Director of 21
Attendance Regulations, Class 38

Attendance, Class, and Extracurricular Activities 38
Attorney Advisor/Equal Employment Opportunity Officer 18
Audio-Visual Materials, Library 49, 52
Auditing 80
Auditor, Internal 28
Auditoriums, Use of 48
Automobile License 69

B

Benefits and Welfare 59
Board of Trustees--Policy-Making Process 4
Book Store 77
Budget and Equipment, Schools and Departments 18
Buildings, Superintendent of 28
Buildings, Maintenance and Operation of 47
Business Affairs 25
Business Affairs, Vice Chancellor for 17, 26
Business Manager 26

C

Cafeteria 70
Calendar Committee 8
Campus Facilities Planning and Development Committee 8
Campus Mail Service and Post Office 75
Career Education Committee 9
Career Planning and Placement Service 23, 80
Cashier 26
Central Ticket Office 70
Certification 40
Chairpersons of Departments and Deans of Colleges and Schools 18
Chancellor--Policy-Making Process 4
Chancellor--Responsibilities 15
Change of Grade 37
Change of Major 34
Charter of the Faculty Assembly of the University of North Carolina B-1
Circulation of (Library) Books and Periodicals 49, 52
Class Attendance Regulations 38
Class Attendance and Extracurricular Activities 38
Class Roll Verifications 36
Classes, Schedule of 33
Coastal and Marine Resources, Institute for, Director of 24
Collection of Money 69
College of Arts and Sciences 19
Commencement Exercises 30
Committee on Committees 9
Committees, Academic 5, 14
Committees, Administrative 14
Comptroller 26
Computer Committee, University 13
Computing Center 70
Computing Center, Director of 22
Conduct, Student, General 84
Conduct, Student, in Class 85
Constitution of the Faculty Senate, East Carolina University A-1
Continuing Education 70

Continuing Education Committee 9
Continuing Education, Dean of Division of 21
Contractual Services, Supplies, and Equipment 68
Cooperative (Library) Lending Agreement, U.N.C. 51
Counseling, Academic 31
Counseling Center 81
Counseling Center, Director of 25
Counseling, Student 53
Course Drop Appeals Committee 10
Course Revisions, New Degree Programs, New Courses 39
Course Work, Repetition of 34
Courses, Selection of 33
Courses, Orientation to 40
Credit by Examination 39
Credit Union 71
Credits Committee 10
Curriculum and Instruction, Schools and Departments 19
Curriculum Committee, University 13
Curriculum Course Bank 39
Cuts, Class 38

D

Dean of Admissions 20
  Continuing Education 21
  Student Affairs 24
Deans of Colleges and Schools and Chairpersons of Departments 18
Death Benefit (See Retirement) 55
Deferred Compensation Plan, North Carolina Public Employee 63
Degree Programs, New, New Courses, Course Revisions 39
Delegates of Faculty Assembly of University of North Carolina,
  Selection and Election of B-2
Departmental Assemblies 29
Departmental Staff Meetings 29
Departments and Schools 19
Departments or Schools, Administration of 18
Desk Copies 42
Development 22
Development, Director of Institutional 22
Director of Alumni Affairs and Foundations 23
  Athletics 21
  Career Planning and Placement Service 23
  Computing Center 22
  Counseling Center 25
  East Carolina University Regional Development Institute 23
  Financial Aid 25
  Health Affairs Library 52
  Housing 25
  Institutional Development 22
  Institutional Research 22
  Institute for Coastal and Marine Resources 24
  Library Services 20
  News Bureau and Public Relations 22
  Occupational Health and Safety 28
  Personnel 27
  Physical Plant 28
  Security 27
  Sponsored Programs 22

Directory Information, Release of . . . 37
Disability Income Plan, TIAA . . . 62
Disability Salary Continuation Plan . . . 61
Discipline, Student . . . 84
Double Major . . . 34
Drop-Add . . . 35
Due Process Committee . . . 10, D-12

E

East Carolina University Code . . . L-1
East Carolina University Regional Development Institute, Director of . . 23
East Carolina University Research Council . . . 72
Educational Records, Student, Privacy of . . . 37
Emergencies and Unusual Occurrences . . . 59
Employment of Related Persons . . . H-1
Employment Policies . . . 54
Engineer, Plant . . . 28
Equal Employment Opportunity Officer/Attorney Adviser . . . 18
Equal Opportunity/Affirmative Action Policy of East Carolina University K-1
Equipment and Budget, Schools and Departments . . . 18
Equipment, Contractual Services, and Supplies . . . 68
Evaluation of Students . . . 53
Examination, Credit by . . . 39
Examinations and Tests . . . 42
Execution of Policy (Administrative) . . . 15
Expenses, Travel . . . 63
Extracurricular Activities and Class Attendance . . . 38

F

Facilities, Instructional . . . 46
Faculty Absence . . . 38
  Admission to Athletic Contests . . . 69
  Affairs Committee . . . 10
  Assembly of the University of North Carolina, Charter of . . . B-1
  Appointment . . . 54
  Governance Committee . . . 10
  Grievance Procedure for Grievances Involving Sex Discrimination and Other EEO Complaints . . . J-1
  Housing . . . 74
  Institutional Services Available to . . . 69
  Leave of Absence . . . 55
  Load . . . 31
  Meetings . . . 29
  New, Orientation of . . . 58
  Office Hours . . . 31
  Organization--Policy-Making Machinery . . . 5
  Parking . . . 69
  Personnel Policies . . . 54,D-1
  Promotion . . . 55
  Publications Available to . . . 76
  Ranks . . . 54
  Remission of Tuition Fees for . . . 76
  Resignations and Reappointment . . . 55
  Retirement . . . 55,60
  Salary Payments . . . 58
  Salary Policies . . . 58

  Senate 5,15
  Faculty Senate Academic Committees 5,15
  Senate, Constitution of A-1
  Senate Meetings 28
  Swimming 77
  Tenure 55
  Welfare and Benefits 59
  Welfare Committee 11
Financial Aid, Director of 25
Financial Aid, Student 84
Fire Alarm 47
Foundations and Alumni Affairs, Director of 23
Foundations and Grants 71
Free Tuition Privileges for Faculty 76

G

General College 20
General College Committee 11
General Faculty--Policy-Making Machinery 5
General University Administration 4
Government Documents, Library 50
Grade, Change of 37
Grades, Posting of 36
Grades, Reporting of to Registrar's Office 36
Grading System, Grade Points, and Grade Point Average 36
Graduate Council 5, 15
Graduate Council and Graduate Faculty Meetings 29
Graduate Faculty 5
Graduate School 20
Graduate School Organization F-1
Graduation, Application for 32
Grants Administration and Student Loans, Accountant 26
Grants and Contracts 71
Grants and Foundations 71
Grievance Procedure for Grievances Involving Sex Discrimination and
  Other Equal Employment Opportunity Complaints, Informal Faculty J-1
Grounds, Superintendent of 28

H

Health Affairs Library 52
Health Affairs, Vice Chancellor for 18
Hearing and Speech Clinic 84
Hearing Committee 11
Hearing Impaired Program 81
Hospitalization 61
Housekeeping Administrator 26
Housekeeping and Hardware Supplies 69
Housing, Director of 25
Housing, Faculty 74
Human Beings as Research Subjects, Policy Statement
  as to Protection of Rights of 72

I

Income Protection Plan 62
Income Tax 58
Incompletes, Reporting of Removal to Registrar's Office 37

Individual Faculty Members, Students--Lines of
  Authority and Responsibility 15
Infirmary 74
Informal Faculty Grievance Procedure for Grievances Involving
  Sex Discrimination and Other Equal Employment Opportunity Complaints J-1
Information, Academic 31
Information Services, Student 53
Institutional Development, Director of 22
Institutional Research, Director of 22
Institutional Services Available to Faculty 69
Instruction 40
Instructional Facilities 46
Instructional Survey Committee 11
Insurance, Life 61
Interlibrary Loan Service 50,53
Internal Auditor 28
Introduction 1

J

Joyner Library 49

K

Key Officers, Responsibilities of 15

L

Leave of Absence 55
Library, Joyner, Health Affairs 49,52
  Audio-Visual Materials 49
  Books and Periodicals, Circulation of 49
  Cataloging 50
  Committee 12
  Government Documents 50
  Hours 49,52
  Instructional Services 51
  Interlibrary Loan Service 50,53
  Manuscript Collection 51
  Music Library 51
  North Carolina Collection 51
  Ordering Materials 50,52
  Other Collections 52
  Reserve Book Room 49,52
  Services, Director of 20
  U.N.C. Cooperative Lending Agreement 51
License, Automobile 69
Life Insurance 61
Lines of Authority and Responsibility 14
Load, Faculty 31
Load, Student 33
Loan Service, Interlibrary 50,53
Lost and Found Articles 74

M

Mail Service, Campus, and Post Office 75
Maintenance and Operation of Buildings 47
Major, Change of 34
Major, Double 34

Manager, Print Shop . . . 26
Manager, Students Supply Store . . . 27
Marshals, University . . . 78
Medical Attention . . . 82
Meetings, Departmental Staff . . . 29
  Faculty . . . 29
  Faculty Senate . . . 28
  Graduate Council and Graduate Faculty . . . 29
Mendenhall Student Center . . . 71
Money, Collection of . . . 69
Motor Vehicle Registration . . . 69

N

N. C. Public Employee Deferred Compensation Plan . . . 63
Nepotism . . . H-1
New Courses, New Degree Programs, Course Revisions . . . 39
New Faculty, Orientation of . . . 58
News Bureau . . . 75
News Bureau and Public Relations, Director of . . . 22
Non-Academic and Academic Services . . . 79
North Carolina, University of . . . 3

O

Occupational Health and Safety, Director of . . . 28
Office Hours, Faculty . . . 31
Office Machine Repair . . . 68
Office Supplies . . . 68
Official Withdrawal . . . 35
Operations of Committees of Faculty Senate . . . 6
Ordering, Library . . . 50,52
Organizational Chart for East Carolina University . . . G-1
Organization and Administration . . . 3
Organizations, Student . . . 84
Orientation of New Faculty . . . 58
Orientation to Courses . . . 40

P

Parking, Faculty . . . 69
Payroll Officer . . . 26
Personnel Director . . . 27
  Policies . . . 54
  Program, Student . . . 79
  Schools and Departments . . . 19
Physical Plant, Director of . . . 28
Placement Service, Career Planning and . . . 80
Placement Service, Director of Career Planning and . . . 23
Plant Engineer . . . 28
Policies and Procedures, Academic . . . 31
Policy-Making Machinery . . . 4
Policy-Making Process . . . 4
Policy Statement Relative to the Protection of Rights of
  Human Beings as Research Subjects . . . 72
Posting of Grades . . . 36
Post Office and Campus Mail Service . . . 75
Preregistration . . . 32
Print Shop, Manager . . . 26
Printing . . . 68

Privacy of Student Educational Records . . . 37
Procedure for Ordering Textbooks and Collateral Materials . . . 40
Professional Schools . . . 20
Promotion . . . 55
Protection Plan, Income . . . 62
Publications Available to Faculty . . . 76
Public Relations and News Bureau, Director of . . . 22
Purchasing Officer . . . 27
Purpose and Objectives of East Carolina University . . . 1

R

Radio . . . 83
Ranks . . . 54
Reading Laboratory . . . 83
Reappointment and Resignations . . . 55
Reconsideration Committee . . . 12
Re-examinations . . . 43
Regional Development Institute, E.C.U., Director of . . . 23
Registrar . . . 20
Registrar's Office, Reporting of Grades to . . . 36
Registrar's Office, Reporting of Removal of Incompletes to . . . 37
Registration . . . 32
Registration, Motor Vehicle . . . 69
Related Persons, Employment of . . . H-1
Release of Directory Information . . . 37
Religious Activities . . . 83
Remission of Tuition Fees for Faculty . . . 76
Removal of Incompletes, Reporting to Registrar's Office . . . 37
Repetition of Course Work . . . 34
Reporting of Grades to Registrar's Office . . . 36
Research Council, East Carolina University . . . 72
Reserve, Library . . . 49,52
Resignations and Reappointments . . . 55
Resolution of the Board of Governors Concerning the
  Employment of Related Persons . . . H-1
Responsibilities of Key Officers . . . 15
Retirement . . . 55,60

S

Salary Payments, Faculty . . . 58
Salary Policies, Faculty . . . 58
Savings Bonds, U.S. . . . 63
Schedule of Classes . . . 33
School or Department, Administration of . . . 18
Schools and Departments . . . 19
Security, Director of . . . 27
Selection and Election of Delegates to Faculty Assembly
  of University of North Carolina . . . B-2
Selection of Courses . . . 33
Senate, Faculty . . . 5,15
Senate, Faculty, Constitution of . . . A-1
Senior Summary Sheet . . . 32
Services, Academic and Non-Academic . . . 79
Services, Institutional, Available to Faculty . . . 69
Sick Leave and Vacation . . . 60
Social Security . . . 60
Speaker's Bureau . . . 70
Special Funds . . . 27

Speech and Hearing Clinic 84
Sponsored Programs, Director of 22
Staff Meetings, Departmental 29
Student Advisers 31
  Affairs 24
  Affairs, Associate Deans of 24
  Affairs, Dean of 24
  Appeals (Academic) 8
  Center, Mendenhall 71
  Conduct, General 84
  Conduct in Class 85
  Counseling 53
  Discipline 84
  Educational Records, Privacy of 37
  Financial Aid 84
  Government Association 85
  Information Services 53
  Load 33
  Organizations 84
  Personnel Program 79
  Recruitment Committee 12
  Scholarships, Fellowships, and Financial Aid Committee 12
  Teaching 43
Students, Evaluation of 53
Students Supply Store 77
Students Supply Store, Manager 27
Summer Session Admission 79
Summer Session Teaching 31
Superintendent of Buildings 28
Superintendent of Grounds 28
Supervising Tests 43
Supplies, Equipment, and Contractual Services 68
Supplies, Housekeeping and Hardware 69
Supplies, Office 68
Swimming, Faculty 77
Syllabi 42

T

Tax Deferred Annuity 63
Tax, Withholding 58
Teacher Education Committee 12
Teaching, Student 43
Telephone Service 77
Tenure and Academic Freedom, U.N.C. Code, Chapter VI M-25
Tenure Policies and Regulations D-1
Tenure 55
Tests and Examinations 42
Tests, Supervising 43
Textbooks 40
TIAA Disability Income Plan 62
Ticket Office, Central 70
Traffic Regulations 69
Travel Expenses 63
Trustees, Board of 4
Tuition Fees, Remission of, for Faculty 76

U

University of North Carolina Code M-1
U.N.C. Cooperative (Library) Lending Agreement 51
Unemployment Compensation Benefits 63
University Administration, General 4
  Computer Committee 13
  Curriculum Committee 13
  Marshals 78
  Property, Use of 46
University of North Carolina 3
Use of Auditoriums 48
Use of University Property 46
Used Books 42
U. S. Savings Bonds 63

V

Vacation and Sick Leave 60
Vehicle Registration 69
Vice Chancellor for Academic Affairs 16
Vice Chancellor for Administration and Planning 16
Vice Chancellor for Business Affairs 17, 26
Vice Chancellor for Health Affairs 18

W

Welfare and Benefits 59
Withdrawal, Official 35
Withholding Tax 58
Workmen's Compensation 59